

	*	IN THE
Plaintiff	*	CIRCUIT COURT
v.	*	FOR
	*	ANNE ARUNDEL COUNTY
Defendant	*	Case Number:
* * * * *	*	* * * * *

SCHEDULING ORDER

PURSUANT TO Maryland Rule 2-504, after a Scheduling Conference at which both parties, or their counsel were present, it is this ____ day of _____, 20____, by the Circuit Court for Anne Arundel County, Maryland hereby

Case Time Standard Deadline:

This case must be concluded including post trial motions by _____.

Amendment Deadlines:

Any amendments to a pleading shall be filed by _____ (if no date is selected, then within fifteen (15) days before the discovery deadline). Any amendments filed after this date either may not be permitted by this Court or shall be subject to a separate scheduling order.

Discovery / Motion Deadlines:

- 1. ORDERED that all discovery (including depositions, motions to compel and/or sanctions) shall be concluded and answered by _____. This discovery deadline will NOT be extended solely because discovery has not been completed.
 - By agreement--although a limited divorce is plead--discovery shall include all issues related to an absolute divorce.
- 2. ORDERED that Interrogatories and Requests for Production of Documents shall be propounded by _____ (if no date is selected, then thirty (30) days from the date of the scheduling conference).
- 3. ORDERED that each party shall identify each person whom the party expects to call as an expert witness at trial, including all information specified in Rule 2-402(f)(1), by _____ (if no date is selected, then forty-five (45) days before the discovery deadline).
- 4. ORDERED each party shall file the notice required by Rule 2-504.3(b) concerning computer-generated evidence by _____ (if no date is selected, then forty-five (45) days before the discovery deadline).
- 5. ORDERED that the parties shall exchange copies by _____, and bring to each subsequent hearing the following items:
 - a. past 3 years tax returns, with all supporting documents including W2s, K-1s, and 1099s
 - b. current year's year-to-date pay stubs
 - c. all pension information
 - d. copies of all account statements

- e. documents supporting all claimed expenses included in the child support guidelines worksheet
- f. other _____.

6. ORDERED all dispositive motions shall by _____ (if no date is selected, then forty-five (45) days prior to the discovery deadline).

7. ORDERED by agreement on the record at this Scheduling Conference, the parties will eliminate the additional time required by Rule 1-203(c) for mail delivery as to all discovery requests, written discovery responses, related communications and motions, to the extent practicable, by use of email or facsimile (fax) transmission, using the following email addresses and/or fax numbers:
 Plaintiff e-mail _____ fax number _____.
 Defendant email _____ fax number _____.
 (b) that, for any photo or other document as to which electronic transmission is not readily practicable, this shall be indicated in the electronic transmission and promptly shall be sent separately by mail or delivered by other traditional means; and
 (c) that, for any discovery response or motion requiring an affidavit, the party or counsel filing the item promptly shall transmit a copy of the page containing the original signature; however, time reasonably required for delivery of the signed page shall not make the response “late” if the electronic transmission was timely sent.

Family Law Orientation Workshop:

- 8. ORDERED that the parties shall attend the Family Law Orientation Workshop (FLOW) (**see attached order**).
 The parties are not referred to FLOW for the following reason(s):
 _____.
- 9. ORDERED that the minor child(ren) of the parties attend KIDS COUNT (**see attached order**).

Alternative Dispute Resolution:

- 10. ORDERED that the parties shall attend Mediation on the issues of custody and visitation (**see attached order**).
 The parties are not referred for Mediation for the following reason(s):
 _____.
- 11. ORDERED that the parties shall participate in the Property / Financial ADR Program by meeting with a court-appointed mediator to discuss property-related issues in their case for possible settlement (**see attached order**).

Other Optional Orders:

- 12. ORDERED that an attorney is appointed to represent the minor child(ren) (**see attached order**):
 a. Child(ren)’s Privilege Attorney b. Child Advocate
 c. Child Best Interest
- 13. ORDERED that an investigation and/or home study by the Custody Evaluation Unit of the Family Law Division is to be conducted (**see attached order**):
 a. For the purposes of determining if an emergency exists warranting ex parte and/or *pendente lite* relief; or
 b. For the purposes of making a recommendation on the ultimate issue of custody of the minor child(ren).

14. ORDERED that a psychological evaluation of _____ is to be performed by a court-designated psychiatrist/psychologist (**see attached order**).
15. ORDERED that visitation shall be conducted (**see attached order**):
- a. Using monitored transfer b. Under supervision
16. ORDERED that a Substance Abuse Assessment of _____ shall be performed in the following manner (**see attached order**):
- a. Substance Abuse Assessment b. Urinalysis Screening

New Scheduling Conference:

17. ORDERED that there shall be a new Scheduling Conference in this matter on _____, at _____ am/pm.

Pendente Lite Hearing:

18. ORDERED that a **pendente lite** hearing shall be heard on _____, at _____ am/pm on the issues of:
- a. Child Support b. Custody
- c. Alimony d. Visitation
- e. Use and Possession of Family Home f. Contempt
- g. Initial Counsel Fees/ Costs/ Expenses
- h. Other: _____

The **pendente lite** hearing shall be limited in time to _____ hour(s) (two (2) hours maximum).

Settlement Conference:

19. ORDERED that there shall be a Settlement Conference per Rule 2-504.2 on _____, at _____ am/pm.

- * ***If a marital award is being sought by either party, a Rule 9-207 Joint Statement of Property shall be completed and filed prior to the Settlement Conference. If a party fails to comply with this requirement, the Court may enter any order in regard to the noncompliance that is just.***
- * ***If alimony, child support and/or a marital award is sought, the parties shall complete and file a Financial Statement pursuant to Md. Rule 9-203.***
- * ***If child support is at issue, the parties/counsel shall provide proposed Child Support Guidelines Worksheet(s).***
- * ***Prior to the Settlement Conference, parties/counsel shall exchange lists of all exhibits intended to be introduced at trial and of witnesses to be called at trial.***
- * ***Failure to attend the pre-trial conference by a party may result in dismissal of the party's action, the entry of a default against the absent party, and/or the imposition of monetary sanctions.***
- * ***All motions (excluding Motions in Limine) shall be filed at least 18 days prior to the Settlement Conference.***

*The Settlement Conference shall be held before a judge or other designated officer of the Court. The attorneys who will try the case and parties shall be present at the Settlement Conference and shall be prepared to discuss ALL aspects of the case in anticipation of settlement. Failure to prepare the case for Settlement Conference, or failure to comply with the deadlines delineated above could result in an order limiting evidence or testimony in the case, or imposing counsel fees or other monetary sanctions. A Trial Date on the Merits in the case will be scheduled, if necessary, **only** if all discovery has been concluded and only after a meaningful Settlement Conference has been held on all contested issues.*

Other Orders:

20. Agreement reached. _____ to prepare complete/partial Order within _____ days.

21. ORDERED that: _____

22. ORDERED that this case shall be closed for statistical purposes only:

at this time.

upon the entry of an appropriate Order.

Request for Accommodation/Interpreter:

Please notify the Court Administrator (410-222-1404) as early as possible of any reasonable accommodation needed because of a disability or the need for an interpreter. Any other questions regarding this Order should be addressed to the Office of Family Law Case Management (410) 222-1153.

Court Costs:

Open court costs **SHALL** be paid no later than the date of the Settlement Conference.

JUDGE, Circuit Court for
Anne Arundel County, Maryland

Recommended:

Master

Date

Counsel and the parties acknowledge that they have received a copy of this Order will receive a copy by mail. Counsel and parties understand the deadlines set forth herein and have been informed that this case must be concluded prior to the Case Time Standard Deadline set forth herein. They have also been advised to review a copy of the Court's Family Law Differentiated Case Management Plan which is available on the Court's website at www.circuitcourt.org.

Plaintiff

Attorney for Plaintiff

Defendant

Attorney for Defendant
