



JUDGE ROLANDO OLVERA

United States Courthouse
600 East Harrison, Suite 306
Brownsville, Texas 78520-7114
(956) 548-2595

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United States District Clerk
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Brownsville, Texas 78520-7114
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1. CONTACT WITH COURT PERSONNEL

- A. Case-related inquiries may be made by telephone to Sandra Espinoza, Case Manager, at (956) 982-9685. Case-related issues should NOT be communicated to the Court's Administrative Assistant or Law Clerks.
- B. Information about the filing of documents, the entry of orders, or docket entries should be obtained from the District Clerk's Office, (956) 548-2500, for civil matters.
- C. At the Court's discretion, Law Clerks may occasionally contact counsel as to miscellaneous issues; however, the Law Clerks are under instruction to not discuss any relevant matters pertaining to a case. Please do not attempt to engage the Law Clerks in any matter concerning the case.

2. RESTRAINING ORDERS & OTHER APPLICATIONS FOR IMMEDIATE RELIEF

- A. Applications for restraining orders and other applications for immediate relief must be made through the District Clerk's Office:

U.S. District Clerk's Office
600 E. Harrison Street, Suite 101
Brownsville, Texas 78520
(956) 548-2500

- (1) Applications shall be presented to the Court by the Case Manager following moving counsel's affirmation that the opposing party has been contacted and that all parties can present themselves for a conference before the Court.
 - (2) *Ex parte* applications for restraining orders will NOT be entertained by the Court unless the specific requirements of Federal Rule of Civil Procedure (hereafter "FRCP") 65(b), have been satisfied.
- B. Any other matters requiring immediate attention should be directed to Sandra Espinoza, Case Manager, at (956) 982-9685.

3. ELECTRONIC FILINGS

- A. All pleadings are to be electronically filed through the Electronic Case Filing System (hereafter "ECF"). Electronic filings shall be in accordance with the "Administrative Procedures for Electronic Filing in Civil and Criminal Cases." Answers to frequently asked questions regarding electronic filing may be obtained at the District Clerk's Office.

- B. If a filing, including attachments, contains 50 pages or more, the party shall submit the filing electronically, and submit a courtesy hard copy to the District Clerk's Office. Both the electronic filing and the courtesy filing must be filed on the same day.

4. CONTINUANCES

- A. Joint unopposed motions for continuances will be granted only at the Court's discretion.
- B. Counsel are reminded that, as required by The Civil Justice Reform Act of 1990, 28 U.S.C. § 473(b)(3), the Cost and Delay Reduction Plan states that "all requests for extensions of deadlines from completion of discovery or for postponement of the trial [must] be signed by the attorney and the party making the request."
- C. Trial will not be continued because a witness, expert or otherwise, is unavailable. Counsel should anticipate such possibilities and be prepared to present testimony by written deposition, videotaped deposition, or by stipulation.
- D. It is the Court's intention to confer with counsel concerning trial scheduling at the initial pretrial conference. Once a trial is scheduled, a continuance will only be granted in extraordinary circumstances.

5. APPEARANCES

- A. An attorney in charge of a case must personally appear at all hearings or conferences. A "Motion to Appear" on behalf of the attorney in charge will be granted upon showing of good cause, and only if the attorney to substitute is familiar with the case and has authority to bind the client. The "Motion to Appear" must be submitted in advance of the hearing or conference date so that it can be ruled on. In instances where multiple attorneys represent a single client, a list of designated attorneys must also be submitted before this date.
- B. If out-of-town counsel wishes to appear telephonically, said request must be provided to Sandra Espinoza, Case Manager, at (956) 982-9685, no later than one day before the hearing. If permission is granted to appear telephonically, counsel must call into the "Meet Me" line at (956) 982-9671 at least five minutes before the hearing is scheduled to begin. Counsel appearing telephonically shall bear all related expenses.
- C. Counsel shall immediately notify the Case Manager of the resolution of any matter that is set for trial or hearing.

6. MOTION PRACTICE AND BRIEFS

- A. **Dispositive and Non-Dispositive Motions.** Unless otherwise indicated in the Scheduling Order, dispositive motions must be filed at least 60 days before the Final Pretrial Conference, and non-dispositive motions must be filed at least 45 days before the Final Pretrial Conference.

B. Opposed Motions. Opposed motions shall:

- (1) Be in writing;
- (2) Include or be accompanied by briefs or authority and pertinent exhibits; and
- (3) Be accompanied by a separate proposed order granting the relief requested and setting forth information sufficient to communicate the nature of the relief granted.
- (4) Except for motions under FRCP 12(b), (c), (e), or (f), or FRCP 56, opposed motions must contain a statement that:
 - a. The movant has conferred with the respondent, and
 - b. Counsel cannot agree about the disposition of the motion.

If after conferring with one another counsel cannot agree about the disposition of the motion, counsel are instructed to schedule a telephonic conference with the Court to discuss said motion. However, if after the telephonic conference is held, the parties still cannot agree on the disposition of the motion, then they are instructed to schedule a hearing with the Court, and submit a motion requesting said hearing. The joint motion must contain a list of all pending issues in the opposed motion, and a statement that counsel have conferred amongst themselves and believe a hearing is necessary to the resolution of the motion.

The Court's standard practice is to rule on opposed motions by submission only.

C. Responses to Opposed Motions. Failure to respond to an opposed motion will be taken as a representation of no opposition. The Court will rule on any motion once it becomes ripe regardless of whether a response has been filed. Responses to motions shall:

- (1) Be in writing;
- (2) Be filed within 21 days from the date the motion was filed with the District Clerk's Office;
- (3) Include or be accompanied by briefs or authority and pertinent exhibits;
- (4) Be accompanied by a separate proposed order denying the relief sought.

D. Replies to Responses. If the movant makes a reply, it must be filed within 10 days from the date the response was filed with the District Clerk's Office.

E. **Motion Hearings.** All motions shall be decided without a hearing, unless the parties expressly request a hearing or the Court determines a hearing would be beneficial.

F. **Supporting Briefs and Legal Memoranda.** All briefs and memoranda shall be limited to 20 pages, unless permitted by the Court to exceed said limit. All briefs and memoranda shall contain the following sections:

(1) Issues to be Ruled upon by the Court: a short statement highlighting the issues before the Court with supporting authority and standard of review for each issue.

(2) Argument: a summary of all arguments divided under appropriate subheadings.

(3) Conclusion: a short statement stating the precise relief sought.

Any brief or memorandum with more than 10 pages of argument must also contain the following:

(1) Table of Contents: setting forth the page number of each heading and subheading.

(2) Table of Authorities: arranged alphabetically and categorically.

G. **Late Filings.** Any motion, response, or reply filed after the time limits contained in these rules must be accompanied by a “Motion for Leave to File” that specifically explains the basis for the requested late filing of the prospective motion, response, or reply. The Court will only grant a “Motion for Leave to File” if good cause is shown.

H. **Unopposed Motions.** Motions without opposition and their proposed orders must have “Unopposed” in the title. Said motions will be considered as soon as possible.

I. **Discovery Motions.** The Court is of the opinion that the vast majority of discovery disputes, especially those dealing with (1) scheduling, (2) the number, length, and form of oral and written discovery requests, (3) the responsiveness of answers to oral and written questions, and (4) the mechanics of document production, including protective orders and the proper method of raising claims of privilege, can be resolved by counsel without the Court’s intervention. The Court will not hear discovery motions unless moving counsel has advised the Court in the motion that counsel have conferred in a good faith effort to resolve the matters in dispute but are unable to reach an agreement, and have further jointly telephonically conferred with the Court as to the pending discovery dispute. If counsel have been unable to confer because of unavailability or unwillingness of opposing counsel to do so, the statement shall recite the facts concerning attempts to confer.

J. **Motions for Extension of Discovery Deadlines.** Such motions must be filed far enough in advance of the deadline so that opposing counsel may respond prior to the deadline.

- K. **Motion Hearings.** Requests for oral argument are not necessary. The Case Manager will notify counsel should the Court determine that a motion hearing would be beneficial. All ripe motions will be addressed at the next status conference unless counsel are notified to the contrary. If counsel anticipates the need to offer evidence and/or testimony at the motion hearing, leave to do so must be obtained from the Court in advance. If motions are decided without a hearing or are taken under advisement, the Court will make a ruling as soon as possible, and counsel will be furnished with copies of orders.
- L. **Final pretrial conference.** All pending motions may be ruled on at the final pretrial conference.

7. **SUBMITTING AUTHORITIES AND OTHER CITED MATERIAL**

- A. At least 7 days prior to a contested motion hearing, counsel for both parties must submit a tabbed binder containing:
- (1) A copy of the motion to be argued;
 - (2) Any brief or memorandum submitted in support of or in opposition to the motion;
and
 - (3) Copies of each authority cited, with relevant sections highlighted in yellow.

Binders are to be mailed or personally delivered directly to chambers.

8. **INITIAL PRETRIAL AND SCHEDULING CONFERENCES**

A. **Joint Discovery/Case Management Plan**

- (1) At least 14 days before the initial pretrial conference, counsel MUST file a Joint Case Management Plan, including the identity and purpose of witnesses, sources and types of documents, and other requirements for a prompt, efficient and cost effective preparation of the case. All issues pending in the case, along with any potential discovery difficulties for each issue, are also to be listed and summarized in the Joint Case Management Plan, with a statement that counsel have met and agreed on the summation list of issues. *See* FRCP 26(f).
- (2) *See* APPENDIX, p. 14 for a sample Joint Discovery/Case Management Plan.

B. **Scheduling Order**

- (1) In addition to submitting a “Joint Case Management Plan,” counsel shall submit a joint Proposed Scheduling Order listing any and all deadlines for completion of other pretrial matters. The Proposed Scheduling Order is due at least 5 days before the Initial Pretrial Conference.

- (2) To the extent possible, the Court will honor all dates agreed upon in the proposed Scheduling Order, but said dates must comply with these rules, and the Court has ultimate discretion in the dates set forth in the final Scheduling Order. Counsel are further advised that the Court will not automatically honor agreements between counsel to alter the dates listed in the Joint Case Management Plan. Moreover, agreements between counsel attempting to change deadlines for dispositive motions, replies thereto, final pretrial order, final pretrial conference, and jury selection will NOT be honored, and any modification of dates must be approved by the Court.
- (3) *See* APPENDIX, p. 18 for a sample Scheduling Order.

9. REQUIRED PRETRIAL MATERIALS

A. **Pretrial disclosures.** Each party must provide the following information to any and all opposing parties:

- (1) The identity of witnesses, specifically identifying each witness the party intends to present at trial, as opposed to those that may be called on prospective rebuttal or if the need arises.
- (2) The identity of witnesses whose testimony will be presented by deposition, including a transcript of the pertinent portions of testimony to be presented.
- (3) Documents and exhibits, with identifying headings, that the party intends to present at trial, and those it may present if the need arises.

Unless otherwise directed by the Court, pretrial disclosures must be made at least 30 days before trial. *See* FRCP 26(a)(3). The opposing party must, within 10 days of receiving said disclosures, serve objections to admissibility of witness testimony or exhibits. Failure to timely object waives all objections, except as to relevancy-based objections under Federal Rules of Evidence (hereafter “FRE”) 402 and 403. *See* FRCP 26(a)(3)(B). The opposing party is responsible for scheduling a hearing on filed objections to exhibits no later than 7 days before trial.

B. **Joint Pretrial Order.** Any and all counsel are responsible for ensuring that the Joint Pretrial Order is filed by the date listed on the Scheduling Order. Counsel may adapt the Joint Pretrial Order form provided by the Court within reason to the size and type of case. All counsel must sign the Joint Pretrial Order; failure to comply with any aspect of the Joint Pretrial Order may result in any and all sanction options available to the Court against the noncompliant party.

See APPENDIX, p. 20 for a sample Joint Pretrial Order.

C. **Exhibit Lists and Witness Lists.** Due as attachments to Joint Pretrial Order.

See APPENDIX, pp. 22–25 for sample exhibit and witness lists.

D. **Other Required Documents.** Subsequent to the filing of the Joint Pretrial Order, each party must file the following documents, captioned, signed by counsel, and with service certified:

(1) **Jury Trials.** At least 10 days before trial, proposed *voir dire* questions, proposed jury instructions, definitions, interrogatories, and memorandum of law.

(2) **Non-Jury Trials.** At least 10 days before trial, Proposed Findings of Fact, with reference to supporting testimony and exhibits, Proposed Conclusions of Law, with reference to supporting authority, and memorandum of law.

10. **EXHIBITS**

A. **General Rule.** All exhibits must be marked and exchanged between counsel in conjunction with the preparation of the Joint Pretrial Order, 30 days prior to trial. The offering party will mark each of his/her own exhibits with the party's name, case number, and exhibit number.

B. **Authentication.** If counsel requires authentication of an exhibit, counsel must notify offering counsel in writing within 5 business days after the exhibit was made available to opposing counsel for examination. Failure to do so is an admission of authenticity.

C. **Admitting Exhibits.** The Court will admit all exhibits listed in the Joint Pretrial Order into evidence unless opposing counsel files written objections supported by authority by the date listed on the Scheduling Order.

D. **Providing Exhibits to the Court.** Counsel for each party shall provide the Court with a copy of its exhibits in a tabbed and indexed binder.

E. **Exhibits and the Jury.** Counsel must obtain permission from the Court to pass exhibits to the jury during trial. All admitted exhibits will go to the jury during its deliberations.

F. **Disposition of Exhibits After Trial.** Exhibits that are not easily stored in a file folder (like posters or models) must be withdrawn after trial, and reproductions or photographs must be submitted in their place.

(1) If there is no appeal, exhibits shall be removed by the offering party within 30 days after disposition of the case.

(2) When there is an appeal, exhibits returned to the Court by the Court of Appeals shall be removed by the offering party within 10 days after written notice from the District Clerk. Exhibits not timely removed will be disposed of by the District Clerk, and the expenses incurred will be assessed/charged against the offering party.

11. TECHNOLOGY AND OTHER EQUIPMENT

- A. Drawing boards and easels with large writing pads are available for use in the courtroom.
- B. A DVD/VCR is available for audiovisual exhibits.
- C. A document reader is available for projecting letter-sized (or smaller) documents and photographs.
- D. If counsel wish to bring additional technology/equipment for a hearing or trial, counsel must contact the Case Manager, Sandra Espinoza, at (956) 982-9685, with their equipment request at least 7 days prior to the hearing or trial.
- E. Any requests for daily copy shall be timely provided to the Court Reporter, Sheila Perales, at (956) 982-9664, ext. 19664. The Court Reporter reserves the right to refuse to provide daily copy.

12. COURTROOM PROCEDURES

- A. **Hours.** The Court's hours during trial vary depending upon the type of case and the needs of the parties, counsel, witnesses, and the Court. Court normally will convene at 9:00 A.M. and adjourn at 5:00 P.M., recessing for lunch between 12:00 and 1:30 P.M., with morning and afternoon breaks as needed.
- B. **Access at Other Times.** Counsel requesting access to the courtroom to set up or remove equipment or exhibits before or after normal business hours must arrange to do so in advance by contacting the Case Manager, Sandra Espinoza, at (956) 982-9685.
- C. **Cell Phones.** Cell phones are not allowed in the courtroom unless permission is obtained from the Court.
- D. **Computers, iPads, and Other Portable Technology.** Computers, iPads, and other portable technology may only be brought into the courtroom with advance notice and permission from the Court.
- E. **Last-minute filings.** If counsel files documents immediately prior to or during trial, said party must submit 3 hardcopies of the filing to the Case Manager.
- F. **Decorum.** Counsel and parties will comply with the Texas Disciplinary Rules of Professional Conduct, the Texas Lawyers Creed, and the Local Rules adopted by the Southern District of Texas.

See also APPENDIX, p. 31 for Courtroom Etiquette.

- G. **Witnesses.** Witnesses are to remain outside the courtroom until called by counsel to testify. To ensure expediency, counsel is instructed to furnish the Case Manager, U.S. Marshals, and Court Security Officer (CSO) with a list of witnesses showing the order in which they are likely to be presented. When counsel calls a witness, the CSO will bring the witness into the courtroom, and the Court will direct the witness to take the stand. Counsel should bear in mind the Court's hours and arrange to call witnesses accordingly. Counsel shall stand at the podium to question witnesses but may approach a witness with an exhibit upon permission from the Court.
- H. **Demonstrations.** Counsel must request and obtain the Court's permission to conduct a demonstration.
- I. **Jury Deliberations.** While the jury is deliberating, counsel are instructed to remain near the courtroom to be available for jury notes or a verdict.
- J. **Contacting jurors after trial.** Once the trial has ended, counsel are permitted to contact jurors at their discretion. However, the Court will instruct the jurors that they may elect not to answer questions or discuss the case.

13. VOIR DIRE

- A. Generally, the Court will conduct examination of the venire. If counsel wish to conduct part of or all of the *voir dire*, counsel may submit a motion or raise the issue at the Final Pretrial Conference.
- B. Proposed *voir dire* questions must be filed no later than 10 days before trial.

14. USE OF DEPOSITIONS AT TRIAL

- A. The Court generally will accept counsels' agreement to read relevant portions of a deposition at trial even though the witness is available; otherwise, follow FRCP 32. However, the Court cautions counsel against the overuse of deposition testimony.
- B. Counsel will designate the portion of any deposition to be read by citing the page and line number(s) in the Joint Pretrial Order. Objections to deposition excerpts must be filed within 10 days after the Joint Pretrial Order is filed. The party making objections is responsible for scheduling a hearing on filed objections to deposition excerpts no later than 10 days before trial.
- C. In a non-jury trial, counsel shall provide a list of the deposition excerpts offered as an exhibit, citing page and line number(s). The judge will read all deposition evidence.

15. SETTLEMENTS AND ORDERS OF DISMISSAL

A. **Notice.** Counsel shall immediately notify the Case Manager, Sandra Espinoza, at (956) 982-9685, upon settlement of any case set for conference, hearing, or trial.

B. Notices of Settlement.

(1) Notices of Settlement and Stipulations of Dismissal, pursuant to FRCP 41(a)(1)(A)(ii), must be received in writing.

(2) The Court will enter an Order of Dismissal upon receipt of the Notice of Settlement and Stipulation of Dismissal.

C. Suits Involving Minor Plaintiffs.

(1) If there is a potential conflict of interest between the parent(s)/guardian(s) and the minor, counsel will jointly move for appointment of an attorney ad litem prior to any mediation or other ADR procedure.

(2) If there is no conflict of interest between the parent(s)/guardian(s) and the minor, and the suit is settled, counsel nevertheless will jointly move for appointment of an attorney ad litem to represent the minor at the settlement hearing.

(3) If counsel cannot agree on an attorney ad litem, each counsel will submit the names of three (3) proposed attorneys ad litem, and the Court may appoint one, or alternatively one of its own choosing.

(4) All parties and attorneys must appear for the settlement hearing, unless excused by the Court.

D. **Dismissals.** In accordance with FRCP 4(m), if a defendant is not served within 90 days after the complaint is filed, the court—on motion or on its own after notice to the plaintiff—will dismiss the action without prejudice against that defendant or order that service be made within a specified time. If the plaintiff shows good cause for the failure, the Court will extend the time for service for an appropriate period.

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versus

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CIVIL ACTION B-

ORDER SETTING CONFERENCE

1. Counsel shall appear for an initial pretrial conference:

_____, 201____, at _____ .m.
Before the Honorable Rolando Olvera
United States District Judge
Third Floor—Courtroom No. 4
United States Courthouse
600 E. Harrison Street
Brownsville, TX 78520

2. Within 15 days of receiving this order, counsel must file a list of all entities that are financially interested in this litigation, including parent, subsidiary, and affiliated corporations as well as all known attorneys of record. When a group description is effective disclosure, an individual listing is not necessary. Underline the names of corporations with publicly traded securities. Counsel must promptly amend the list when parties are added or additional interested parties are identified.
3. The plaintiff must serve the defendant within 90 days of filing the complaint. The plaintiff's failure to file proof of service within that time may result in dismissal by the court on its own initiative. *See* Fed. R. Civ. P. Rule 4(m).
4. At least 14 days before the initial pretrial conference, counsel must file a joint case management plan listing the identities and purposes of witnesses, sources and types of documents, and other requirements for a prompt and inexpensive preparation of this case for disposition by motion or trial. *See* Fed R. Civ. P. Rule 26(f).
5. At least 5 days before the initial pretrial conference, counsel must file a joint proposed scheduling order using the Court's template.

6. The parties shall agree on additional deadlines for completion of pretrial matters including all expert designation dates and discovery deadlines, as well as dates for exchanging of initial disclosures if they have not already been completed.
7. By the initial pretrial conference, counsel will have interviewed their clients and read all relevant documents; readily available documents will have been exchanged at the meeting to create and sign the required Case Management Plan at the latest.
8. The court will set a schedule for initial preparation and may rule on motions pending or made at the conference.
9. Counsel in charge of a case must appear at all hearings or conferences. A motion to appear on behalf of the attorney-in-charge will be granted only upon showing of good cause, and only if the attorney to be substituted is familiar with the case and has authority to bind the client. The motion to appear must be ruled on in advance of the hearing or conference date.
10. Counsel who appear at the conference must have authority to bind the client and must know the facts.
11. Counsel must have discussed alternative dispute resolution with their clients and each other; at the conference, the court will consider whether a method of ADR is suited to this case.
12. The court will enter a scheduling order and may rule on any pending motions at the conference.
13. The Plaintiff(s), or the party removing this suit from state court, **SHALL SERVE THE OPPOSING PARTY OR PARTIES** with copies of:
 - A. This ORDER FOR CONFERENCE,
 - B. The form for the JOINT DISCOVERY/CASE MANAGEMENT PLAN AS REQUIRED BY RULE 26(f).
 - C. The form for the PROPOSED JOINT SCHEDULING ORDER.
14. These papers **SHALL BE SERVED CONTEMPORANEOUSLY WITH THE SUMMONS AND COMPLAINT.**
15. The parties will be bound by the provisions contained in this ORDER, the papers mentioned in No. 4 above, and the dates set out in the scheduling order to be entered in this case.
16. Failure to comply with this order may result in sanctions, including dismissal of the action and assessment of expenses.

BY THE ORDER OF THE COURT

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
BROWNSVILLE DIVISION**

_____	§	
<i>Plaintiff(s),</i>	§	
v.	§	CIVIL ACTION B-
_____	§	
<i>Defendant(s).</i>	§	
	§	

JOINT DISCOVERY/CASE MANAGEMENT PLAN
Under Rule 26(f) of the Federal Rules of Civil Procedure

*(Please **restate** the instruction in **bold** before burnishing the responsive information.)*

1. State where and when the conference among the parties required by Rule 26(f) and identify the counsel who attended for each party.
2. List the cases related to this one that are pending in any state or federal court with the case number and court.
3. Specify the allegation of federal jurisdiction.
4. Name the parties who disagree with the plaintiff's jurisdictional allegations and state their reasons.
5. List anticipated additional parties that should be included, when they can be added, and by whom they are wanted, if any.
6. List anticipated interventions, if any.
7. Describe class-action issues, if any.
8. State whether each party represents that it has made the initial disclosures required by Rule 26(a). If not, describe the arrangements that have been made to complete the disclosures.
9. Describe the proposed agreed discovery plan, including:
 - a. Responses to all the matters raised in Rule 26(f).
 - b. When and to whom the plaintiff anticipates it may send interrogatories.
 - c. When and to whom the defendant anticipates it may send interrogatories.

- d. Of whom and by when the plaintiff anticipates taking oral depositions.
 - e. Of whom and by when the defendant anticipates taking oral depositions.
 - f. When the plaintiff (or the party with the burden of proof on an issue) will be able to designate experts and provide the reports required by Rule 26(a)(2)(B) and when the opposing party will be able to designate responsive experts and provide their reports.
 - g. List expert depositions the plaintiff (or party with the burden of proof on an issue) anticipates taking and their anticipated complete date. See Rule 26(a)(2)(B) (expert report).
 - h. List expert depositions the opposing party anticipates taking and their anticipated complete date. See Rule 26(a)(2)(B) (expert report).
10. If the parties are not agreed on a part of the discovery plan, describe the separate views and proposals of each party.
 11. Specify the discovery beyond initial disclosures that has been undertaken to date.
 12. State the date the planned discovery can reasonably be completed.
 13. Describe the possibilities for a prompt settlement or resolution of the case that were discussed in your Rule 26(f) meeting.
 14. Describe what each party has done or agreed to do to bring about a prompt resolution.
 15. From the attorneys' discussion with their client(s), state the alternative dispute resolution techniques that are reasonably suitable and state when such a technique may be effectively used in this case.
 16. Magistrate judges may now hear jury and non-jury trials. Indicate the parties' joint position on a trial before a magistrate judge.
 17. State whether a jury demand has been made and if it was made on time.
 18. Specify the number of hours it will take to present the evidence in this case.
 19. List pending motions that could be ruled on at the initial pretrial and scheduling conference.
 20. List other pending motions.
 21. Indicate other matters peculiar to this case, including discovery, that deserve the special attention of the court at the conference.

22. List and summarize all issues pending in the case. Include a statement that counsel have met and agreed on the summation list of issues.
23. List the names, bar numbers, addresses, and telephone numbers of all counsel.

Counsel for Plaintiff(s):

Name: _____

Bar Number: _____

Address: _____

Telephone: _____ Date: _____

Name: _____

Bar Number: _____

Address: _____

Telephone: _____ Date: _____

Counsel for Defendants(s):

Name: _____

Bar Number: _____

Address: _____

Telephone: _____ Date: _____

Name: _____

Bar Number: _____

Address: _____

Telephone: _____ Date: _____

Approved:

Attorney-in-Charge, Plaintiff(s)

Date

Attorney-in-Charge, Defendant(s)

Date

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
BROWNSVILLE DIVISION**

_____	§	
	§	
Plaintiff,	§	
	§	
v.	§	Civil Action No. 1:16-cv-0____
	§	
_____	§	
	§	
Defendant.	§	

SCHEDULING ORDER

FRCP = Federal Rules of Civil Procedure FPC = Final Pretrial Conference JPO = Joint Pretrial Order

1. Trial: Estimated time to try: _____ days. Bench Jury
In the event the estimated length of trial is more than five (5) business days, each party must provide specific and itemized time limits as to each witness listed in the Joint Pretrial Order.

2. Parties must comply with FRCP 15 in amending pleadings.

3. New parties must be joined by: 145 days before FPC
Furnish a copy of this scheduling order to new parties.

4. The plaintiff’s experts will be named with a report furnished by: 135 days before FPC
See FRCP 26(a)(2)(D).

5. The defendant’s experts must be named with a report furnished by: 105 days before FPC
See FRCP 26(a)(2)(D).

6. Discovery must be completed by: 75 days before FPC
Every disclosure under FRCP 26(a)(1) or (a)(3) and every discovery request, response, or objection must be signed by at least one attorney of record in the attorney's own name--or by the party personally, if unrepresented--and must state the signer's address, e-mail address, and telephone number. See FRCP 26(g).

Counsel may agree to continue discovery beyond the deadline, but there will be no intervention by the Court. No continuance will be granted because of information acquired in post-deadline discovery.

Additionally, a party may move for an order compelling disclosure or discovery. The motion must include a certification that the movant has in good faith conferred or attempted to confer with the person or party failing to make disclosure or discovery in an effort to obtain it without court action. See FRCP 37(a)(1). Failure to comply with this rule may result in sanctions and the payment of reasonable expenses and attorney’s fees pursuant to FRCP 37(a)(5).

7. The parties shall mediate the case and submit a status report by: 7 days after discovery deadline

- | | |
|---|---|
| 8. Dispositive motions will be filed by:
<i>See FRCP 56(b).</i> | <u>15 days after discovery
deadline</u> |
| Responses to dispositive motions due by: | <u>21 days after
dispositive motions</u> |
| 9. Non-Dispositive Motions will be filed by: | <u>45 days before FPC</u> |
| 10. Daubert motions/motions to exclude experts must be filed by: | <u>45 days before FPC</u> |
| 11. Joint pretrial order (including witness and exhibit lists) is due:
<i>All parties are responsible for filing the joint pretrial order on time.</i> | <u>30 days before FPC</u> |
| 12. Objections to exhibit list due: | <u>10 days after JPO</u> |
| 13. Final Pretrial Conference is set for 1:30 P.M. on: | <u>Please contact Case
Manager for FPC date</u> |
| 14. Jury Selection is set for 9:00 A.M. on: | <u>Please contact Case
Manager for trial date</u> |

Approved:

Attorney-in-Charge, Plaintiff(s)

Date

Attorney-in-Charge, Defendant(s)

Date

Signed on this the _____ day of _____, 2016.

Rolando Olvera
United States District Judge

_____,
v.

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CIVIL ACTION B-

JOINT PRETRIAL ORDER

*(Please **restate** the instruction in **bold** before burnishing the responsive information.)*

1. **Appearance of Counsel.** List each party, its counsel, and counsels' address and telephone number in separate paragraphs.
2. **Statement of the Case.** Give a brief statement of the case, including relevant names, dates, and places, that can be read to the jury panel as an introduction of the case.
3. **Jurisdiction.** Briefly specify the basis for the Court's jurisdiction of the subject matter and the parties. If there is an unresolved jurisdictional question, state it.
4. **Motions.** List pending motions.
5. **Contentions of the Parties.** State concisely, in separate paragraphs, each party's claims.
6. **Admission of Facts.** List all facts that require no proof.
7. **Contested Issues of Fact.** List all facts in bona fide controversy.
8. **Agreed Propositions of Law.** List the legal propositions that are not in dispute.
9. **Contested Propositions of Law.** State briefly the unresolved questions of law, with authorities to support each.
10. **Exhibits.**
 - A. Attach an Exhibit List and make all listed exhibits available for examination by opposing counsel. Parties must mark each exhibit with the date and case number.
 - B. All documentary exhibits must be exchanged before trial, except for rebuttal exhibits and those whose use cannot be anticipated.

- C. A party requiring authentication of an offered exhibit must notify the offering counsel in writing within 5 days after the exhibit is listed and made available; failure to object in writing in advance of the trial concedes authenticity.
- D. Within reason, other objections to admissibility of exhibits must be made at least 3 business days before trial; the Court will be notified in writing of disputes, with copies of the disputed exhibit and authority.
- E. At trial, the first step will be the offer and receipt in evidence of exhibits.

11. Witnesses.

- A. Attach a Witness List with the names and addresses of witnesses to be called, along with a brief statement of the nature of their testimony.
- B. If other witnesses to be called at the trial become known, their names, addresses, and subject of their testimony will be reported to opposing counsel in writing as soon as they are known; this does not apply to rebuttal or impeachment witnesses.

12. **Settlements.** State that all settlement efforts have been exhausted, and the case will have to be tried.

13. **Trial.** State the estimated length of trial and any potential logistical programs, including availability of witnesses, out-of-state people, bulky exhibits, and documentation.

14. **Attachments.** Each party must file as a separate document (captioned, signed by counsel, and with service certified) the following required attachments in duplicate:

A. For a Jury Trial:

- (1) Proposed questions for the *voir dire* examination.
- (2) Proposed jury charge, including instructions, definitions, and special interrogatories, with authority.

B. For a Non-Jury Trial:

- (1) Proposed findings of fact with agreed and contested ones separated.
- (2) Conclusions of law with authority.

Approved:

Attorney-in-Charge, Plaintiff(s)

Date

Attorney-in-Charge, Defendant(s)

Date

UNITED STATES DISTRICT COURT		SOUTHERN DISTRICT OF TEXAS			
v.		BROWNSVILLE DIVISION			
		Civil Action No. B-			
		EXHIBIT LIST			
<input type="checkbox"/> Plaintiff's List <input type="checkbox"/> Defendant's List		ATTORNEY:			
JUDGE: Rolando Olvera		CLERK: Sandra Espinoza		REPORTER: Sheila Perales	
NO.	DESCRIPTION	OFR	OBJ	ADM	DATE
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UNITED STATES DISTRICT COURT		SOUTHERN DISTRICT OF TEXAS	
v.		BROWNSVILLE DIVISION	
		Civil Action No. B-	
		WITNESS LIST	
<input type="checkbox"/> Plaintiff's List <input type="checkbox"/> Defendant's List		ATTORNEY:	
JUDGE: Rolando Olvera		CLERK: Sandra Espinoza	
		REPORTER: Sheila Perales	
NO.	NAME OF WITNESS		
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UNITED STATES DISTRICT COURT		SOUTHERN DISTRICT OF TEXAS
v.		BROWNSVILLE DIVISION
		Civil Action No. B-
		WITNESS ADDENDUM
<input type="checkbox"/> Plaintiff's List <input type="checkbox"/> Defendant's List		ATTORNEY:
JUDGE: Rolando Olvera	CLERK: Sandra Espinoza	REPORTER: Sheila Perales
NO.	WITNESS NAME	WITNESS ADDRESS
1.		
	<i>Brief description of testimony:</i>	
2.		
	<i>Brief description of testimony:</i>	
3.		
	<i>Brief description of testimony:</i>	
4.		
	<i>Brief description of testimony:</i>	
5.		
	<i>Brief description of testimony:</i>	

6.		
	<i>Brief description of testimony:</i>	
7.		
	<i>Brief description of testimony:</i>	
8.		
	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	

14.		
	<i>Brief description of testimony:</i>	
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	<i>Brief description of testimony:</i>	
16.		
	<i>Brief description of testimony:</i>	
17.		
	<i>Brief description of testimony:</i>	
18.		
	<i>Brief description of testimony:</i>	
19.		
	<i>Brief description of testimony:</i>	
20.		
	<i>Brief description of testimony:</i>	

**NOTICE OF THE RIGHT TO TRY
A CIVIL CASE BEFORE A MAGISTRATE JUDGE**

With the consent of all parties, a United States Magistrate Judge may preside in a civil case, including jury trial and final judgment.

The choice of trial before a magistrate judge is entirely within the discretion of the parties. Inform only the clerk. Neither the judge nor magistrate judge will be told until all the parties agree.

The district judge to whom your case is assigned must approve the referral to a magistrate judge. You may get consent forms from the clerk. Clerk of Court

David J. Bradley, Clerk of Court

UNITED STATES DISTRICT COURT

**SOUTHERN DISTRICT OF TEXAS
BROWNSVILLE DIVISION**

_____,
Plaintiff(s),

v.

_____,
Defendant(s).

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CIVIL ACTION B-

CONSENT TO PROCEED BEFORE A MAGISTRATE JUDGE

All parties to this case waive their right to proceed before a district judge and consent to have a United States Magistrate Judge conduct all further proceedings, including the trial and judgment. 28 U.S.C. § 636 (c).

ORDER TO TRANSFER

This case is transferred to United States Magistrate Judge _____
to conduct all further proceedings, including final judgment.

Date

Rolando Olvera
United States District Judge

Courtroom Etiquette

People who appear before this Court must observe the following conventions of courteous, orderly behavior:

1. Be punctual.
2. Remain in attendance until excused. All relevant persons seated before the bar in the courtroom area shall remain at counsel table during each session and return after each recess. Parties and counsel must remain in attendance during jury deliberations.
3. Dress with dignity.
4. Address the Court as “your honor” or “Judge”, and others only by their titles, if applicable, and surnames, including lawyers, witnesses, and court personnel.
5. Unless instructed otherwise, stand when the Court speaks to you and when you speak to the Court. Stand when the judge or jury enters or leaves the courtroom.
6. Approaching the bench should be limited, and permission to approach must first be granted by the Court.
7. Hand all documents or items tendered for examination by the judge to the Case Manager only.
8. If you expect to be called as a witness, do not participate in a trial without prior permission of the Court.
9. Avoid disparaging remarks and acrimony toward counsel, and discourage ill will between the litigants.
10. Counsel are responsible for advising their clients, witnesses, and associate counsel about proper courtroom behavior and pertinent rulings of the Court.