

**SUMMARY OF DEADLINES**  
*(Civil Division 20 – Judge Margaret H. Schreiber)*

Mediation – completed **prior to the Pre-Trial Conference.** (§4b)

Plaintiff's Expert Witness list – **90 days prior to the Pre-Trial Conference.** (§9a)

Defendant's Expert Witness list – **75 days prior to the Pre-Trial Conference.** (§9b)

Exchange of Witness Lists and Evidence Schedules - **45 days prior to the Pre-Trial Conference.** (§5)

Meeting of Attorneys – **10 days prior to the Pre-Trial Conference.** (§6a)

Motions for Summary Judgment and hearings related to discovery filed **and Heard** – **prior to the Pre-Trial Conference.** (§8a)

Motions in Limine – **FILED** prior to the Pre-Trial Conference. (§8b) and **HEARD** no later than 7 days prior to first day of trial period. (§8b)

Hearings related to discovery or trial matters – **FILED** and **HEARD** prior to the Pre-Trial Conference. (§8b)

Jury Instructions/Verdict forms – exchanged no later than **3 days prior to the Pre-Trial Conference.** Plaintiff shall present instructions to the Judge **at the Pre-Trial Conference** and identify any in dispute. (§12)

Joint Pre-Trial Statement signed by attorneys/*pro se* parties -- **no later than the Pre-Trial Conference.** (§6b)

Discovery Cut-Off – **1 day prior to Pre-Trial Conference.** (§7)

Trial briefs (*optional*) – **5 working days prior to Trial.** (§10)