

IN THE COUNTY/CIRCUIT COURT OF
THE NINTH JUDICIAL CIRCUIT, IN
AND FOR ORANGE/OSCEOLA
COUNTY, FLORIDA

Case No.:

Plaintiff(s)

vs.
Defendant(s).

_____ /

**AGREED CASE MANAGEMENT PLAN AND ORDER
(General Track¹)**

The parties hereby submit the following Agreed Case Management Plan to the Court for approval:

Note: All dates are to be calculated from the date of the Order Approving Case Management Plan unless otherwise noted.

DEADLINE OR EVENT	AGREED DATE
Deadline for Service of Process:	120 days
Deadline for Service of Process extended if not accomplished within 120 days:	150 days, failing same, all unserved defendants are dismissed without prejudice
Deadline for Leave to Add Parties and Amend Pleadings:	Motions must be set for hearing and heard within _____ days from the earlier of the date of this Agreed Case Management Plan or service on the last defendant, or deemed abandoned and denied
Motions to Dismiss, Motions for More Definite Statement, Motions to Strike and any objections to the pleadings:	Must be set for hearing and heard within _____ days from filing of the motion/objection, or (if previously filed)

¹ This Case Management Plan (General Track) applies to all cases not designated as complex or streamlined under Ninth Circuit Administrative Order No. 2021-04.

	within ____ days from the date of this Agreed Case Management Plan, or deemed abandoned and denied. Non-movant shall timely submit a proposed order in the event the motion/objection is deemed abandoned and denied
Deadline for Completion of Fact and Expert Discovery:	_____ days from the date of this Agreed Case Management Plan (additional disclosure and discovery deadlines will be established by the Uniform Order Setting Pre-Trial and Trial in the case)
Pre-trial Motions, including Dispositive and <i>Daubert</i> Motions	Must be filed no later than _____ days after completion of discovery and heard no later than 7 days prior to the pre-trial conference, or deemed abandoned and denied
Mediation/Alternative Dispute Resolution	Within 30 days from the date of this Agreed Case Management Plan, or after completion of the depositions of all parties (whichever is later), counsel shall meet and confer regarding whether an early mediation would be productive to resolution of certain issues or the entire case. A final mediation shall occur no later than 30 days after completion of all discovery
Approximate Pre-Trial Conference: Actual Date to be set by trial order	Approximately 3-4 weeks prior to the trial date
Approximate Trial Date: Actual Date to be set by trial order	18 months from the date of this Case Management Plan

Date: _____

Signature of Counsel and Unrepresented Parties. Counsel must state FL Bar number. Unrepresented parties must include email address for service.

_____	_____
_____	_____
_____	_____
_____	_____

ORDER APPROVING AGREED CASE MANAGEMENT PLAN

THE COURT, having reviewed the preceding Agreed Case Management Plan (General Track), and finding it to be satisfactory, it is hereby **ORDERED** that:

1. **COMPLIANCE WITH THIS AGREED CASE MANAGEMENT PLAN:** The parties shall strictly comply with the terms of this Agreed Case Management Plan, unless otherwise ordered by the Court. FAILURE TO COMPLY WITH ALL REQUIREMENTS OF THIS ORDER WILL RESULT IN THE IMPOSITION OF SANCTIONS.

2. **ADDITIONAL NINTH CIRCUIT AND DIVISION SPECIFIC GUIDELINES:** All counsel and unrepresented parties shall familiarize themselves and comply with the requirements of the following: (i) **Amended Administrative Order Establishing the Ninth Judicial Circuit Court Circuit Civil Court Guidelines** ([AO 2012-03-01](#)); (ii) **Amended Administrative Order Establishing the Ninth Judicial Circuit Courtroom Decorum Policy** ([AO 2003-07-02](#)); (iii) **Amended Administrative Order Establishing the Ninth Judicial Circuit Court County Civil Court Guidelines, Orange County** ([AO2017-04-01](#)) and (iv) **any division-specific guidelines that may be applicable**.

3. **MODIFICATION OF THIS ORDER:** The parties may not, individually or by agreement, alter or extend the deadlines in this Order, or waive any of the provisions of this Order. The provisions of this Order may be modified only upon motion/stipulation and Court order in accordance with applicable law.

4. **NOTICES FOR TRIAL:** Within ten (10) days of the case being at issue as defined by Rule 1.440, Fla. R. Civ. P., or within ten (10) days from the date of this Order if the case has been at issue longer than 10 (ten) days, the Plaintiff shall confer with opposing counsel/party regarding the anticipated length of trial and file a Notice for Trial. The Plaintiff shall forward a copy of the Notice for Trial to the Judicial Assistant at the Division email address noted on the [Ninth Circuit website](#).

5. **DISCOVERY:** All counsel and unrepresented parties shall familiarize themselves with the current edition of the [Florida Handbook on Civil Discovery Practice](#) and seek to resolve discovery issues without court intervention whenever possible.

6. **SERVICE OF THIS ORDER:** Counsel is ordered to promptly serve and file proof with the Clerk, no more than five (5) business days from the date of this Order that all *pro se* parties, subsequently named or appearing herein, have been served copies of this Order. In the event a party is unrepresented and has not designated an email address for purposes of electronic service, counsel for Plaintiff shall be responsible for serving this CMO and all future orders of the Court via a non-electronic means (U.S. mail, Federal Express or the equivalent) and shall file a Certificate of

Service with the Court indicating who was served, the date of service, and the method of service (including any address or email used) within three (3) business days. If Plaintiff is unrepresented, Counsel for the Defendant shall have this same obligation. If all parties are unrepresented, the Plaintiff shall provide stamped addressed envelopes to the Court with submission of this and any other proposed Order.

7. **SETTLEMENT:** *The case will not be removed from the docket until all documents necessary for closure of the case are filed with the Clerk and notification has been provided to the judicial assistant. A notice of settlement is not sufficient to remove the case from the trial docket.*

DONE AND ORDERED in Orange/Osceola County, Florida, this _____ day of _____, 20____.

Circuit/County Judge

A true and correct copy of the foregoing was distributed to all parties by filing and service via the ePortal to all attorney(s)/interested parties identified on the ePortal Electronic Service List.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator in your county at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days. If you are hearing or voice impaired, call 711.

ORANGE COUNTY: Human Resources, Orange County Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303

OSCEOLA COUNTY: Court Administration, Osceola County Courthouse, 2 Courthouse Square, Suite 6300, Kissimmee, Florida, (407) 742-2417