

**POLICIES AND PROCEDURES FOR JUDGE THOMAS M. GOLDEN
EFFECTIVE NOVEMBER 1, 2009**

Judge Golden was born on November 1, 1947, in Pottsville, Pennsylvania. He received a B.A. from The Pennsylvania State University in 1969, and a J.D. from The Dickinson School of Law in 1972. From 1972 to 2006, Judge Golden was in private practice. In 2003 and 2004, Judge Golden served as the 109th President of the Pennsylvania Bar Association. He was appointed to the United States District Court for the Eastern District of Pennsylvania on June 13, 2006.

I. INTRODUCTION

Judge Golden expects all counsel and pro se litigants to adhere to the Federal Rules of Civil Procedure, the Local Rules of Civil Procedure, and the rules of evidence applicable to the case. Judge Golden will rule on issues presented to him in a manner consistent with the law and as dictated by the facts.

II. PRELIMINARY GENERAL MATTERS

A. Correspondence with the Court

Correspondence on scheduling is accepted, but correspondence on substantive matters is not accepted and will not be considered, unless otherwise approved by the Court. Other than scheduling issues or to advise that a case has been settled or discontinued, requests for Court actions, or opposition to Court action, must be made by a pleading filed with the Clerk of Courts.

B. Communications with Law Clerks

Unless otherwise directed, telephone calls to law clerks are limited to administrative matters such as scheduling, extensions of time, notice of settlement, etc. Joint calls to law clerks by counsel for all parties are preferred. If counsel for all parties are not present on the phone call, the caller must state whether opposing counsel has been contacted regarding the subject of the call. Law clerks may not render advice to counsel and have no authority to grant continuances or to give advice on substantive or procedural matters.

C. Copies of Letters to Counsel

Counsel should not send the Judge, or his staff, copies of letters sent to each other, unless specifically invited by the Court to do so.

D. Scheduling Questions

All scheduling questions or issues shall be addressed to the Deputy Clerks as follows:

Marcie Silfies, Civil Deputy Clerk/Judicial Assistant, 610-320-5097 in all civil cases.

Teri Lefkowitz, Criminal Deputy Clerk, 610-320-5030 in all criminal cases.

E. Telephone Conferences

Judge Golden may hold telephone conferences to resolve scheduling matters or discovery disputes. The Court will notify counsel of the date and time of the telephone conference. Counsel for the moving party will be responsible for initiating the telephone conference and contacting Judge Golden through his Secretary/Deputy Clerks after all parties are present on the call.

F. Oral Arguments and Evidentiary Hearings

Judge Golden does not set aside certain days or times for oral argument, motions or evidentiary hearings. Hearings and argument are scheduled as warranted. Generally, Judge Golden will order parties to submit summaries of their arguments, not to exceed five (5) pages, at least one (1) week before a hearing or oral argument. If such summaries are ordered, the parties shall exchange summaries. The summaries may be faxed to the Court; they need not be electronically filed.

G. Faxes

Unless specifically requested or explicitly permitted by the Court, parties should not transmit pleadings, motions, or other filings by fax to chambers. The following documents may be sent to chambers by fax: Conference Information Reports completed in anticipation of Rule 16 conferences; requests for oral argument; requests for telephone conferences; requests for continuances; notifications of settlement; and summaries of oral arguments.

H. Courtesy Copies

If a motion, brief, or memorandum was electronically filed, counsel do not need to provide chambers with a courtesy copy. However, if a motion, brief, or memorandum is filed under seal, counsel should send one (1) courtesy copy of the document(s), including all exhibits, to chambers at the time of filing. Additionally, courtesy copies of exhibits and other documents that require tabulation are appreciated.

I. Pro Hac Vice Admissions

Judge Golden expects motions for pro hac vice admissions to comply with Local Rule of Civil Procedure 83.5.2. The appropriate forms for pro hac vice admission can be found in the "Forms" Section of the Eastern District of Pennsylvania website.

III. CIVIL CASES

A. Pretrial Practice

1. Pretrial Conferences

A preliminary pretrial conference as described in Federal Rules of Civil Procedure 16(a), (b) and © will be held, often by telephone, within one hundred twenty (120) days after the filing of the complaint or shortly after a case is reassigned to Judge Golden's calendar. The preliminary pretrial conference will take approximately thirty (30) minutes. If it is truly impossible for trial or associate counsel to attend the preliminary pretrial conference, counsel should call Judge Golden's chambers to reschedule.

At least three days prior to the Rule 16 conference, counsel are required to complete and submit via facsimile a Conference Information Report, which can be found on the final page of the Policies and Procedures. Judge Golden prefers joint submissions of Conference Information Reports. Conference Information Reports shall also include a brief summary of factual and legal issues.

Pursuant to Federal Rules of Civil Procedure 26(f), counsel are required to discuss the following topics prior to the preliminary pretrial conference: (a) jurisdictional defects, if any; (b) prospects of settlement; © establishing schedules for remaining pretrial proceedings including discovery, dispositive motions, exchange of expert reports, pretrial memoranda, etc; (d) conduct of discovery; and (e) setting a date for trial.

Additional conferences should be requested by counsel if desired for exploration of settlement or for trial management or trial preparation purposes.

2. Continuances and Extensions

If counsel determine that a change in the Scheduling Order is necessary, they should attempt to agree on new dates and submit a letter or stipulation to that effect, preferably following the format of the Court's original Scheduling Order. If there is no agreement, a telephone conference should be requested. Counsel are welcome to suggest appropriate trial dates.

3. Final Pretrial Conference

Generally, there will be a final pretrial conference within ten (10) days of the trial date. At the final pretrial conference, counsel shall be prepared to discuss factual and legal issues, any pending motions in limine, objections to witnesses and exhibits, scheduling issues, and settlement. It is expected that counsel will have discussed or attempted to resolve all objections to exhibits and testimony prior to the final pretrial conference, leaving for the Court only those objections that the parties could not resolve. At the final pretrial conference, the parties shall provide the Court with

one copy of each exhibit and three (3) copies of a schedule of exhibits that shall briefly describe each exhibit. At the conclusion of the conference, the Court will issue a Final Pretrial Order or, in a complex case, a Final Scheduling Order.

B. General Motion Practice

1. Page Limits

Except with leave of Court for good cause shown, no supporting brief and no brief in opposition shall exceed twenty-five (25) pages, and no reply brief or surreply brief shall exceed ten (10) pages. These page limits include tables of contents.

2. Timing

Motions to dismiss, amend, transfer, add parties, or other threshold motions should be filed, whenever possible, before the Preliminary Pretrial Conference.

3. Oral Argument on Motions

If the Court believes oral argument will be helpful in deciding a matter, the Court will schedule oral argument, particularly when it involves a dispositive motion. A party desiring oral argument should request it by letter or in the body of the motion or responsive pleading.

4. Expert Witnesses

Motions relating to expert testimony should be made promptly after the close of discovery, and in any event, no later than the dispositive motion deadline.

5. Reply and Surreply Briefs

Reply and surreply briefs are not permitted unless leave to file the same is granted upon motion of a party. Generally, they will be permitted only when necessary to rebut an issue or factual assertion not covered by the party's original submission. Counsel should file a motion requesting leave to file any additional document, attaching the proposed reply or surreply as an exhibit. When permitted and unless the Court sets a different schedule, reply and surreply briefs should be filed within seven (7) days of the filing of the document to which it replies. However, the Court will not necessarily delay its decision while awaiting a reply or surreply brief. Counsel may not submit exhibits with a reply and surreply brief without permission of the Court. Every factual assertion contained in a reply and surreply brief must be supported by a specific page and, when applicable, a specific line citation to the record.

6. Dispositive Motions

a. Briefing Schedule and Time to Respond

The parties may stipulate to a briefing schedule. In the absence of such a stipulation, the Court requires that an opposition brief be filed within thirty (30) days after service of a motion.

b. Components of the Opening Brief

The party filing a dispositive motion shall include, preferably as a separate document, or, if short, within the Memorandum of Law, a “Statement of Undisputed Facts,” which sets forth, in numbered paragraphs, all material facts that the moving party contends are undisputed, with record references. All references shall be specific, with citation to the source relied upon, including the title, page, and line of the document supporting the statement.

c. Components of Responsive Briefs

The responding party shall include, preferably as a separate document, or within the Memorandum of Law, a “Statement of Disputed or Undisputed Facts” responding to the numbered paragraphs set forth in the moving party’s statement, either admitting that the paragraph is not disputed, or if disputed, setting forth those facts contended to be in dispute, with record reference to where the party’s contention is supported in the papers filed with the Court on the dispositive motion. The Court will accept all material facts set forth in the moving party’s statement as admitted unless controverted by the opposing party.

The responding party may also set forth, in additional numbered paragraphs, any additional material facts that the responding party contends preclude the granting of the dispositive motion, with record references. Again, all references shall be specific, with citation to the source relied upon, including the title, page, and line of the document supporting the statement.

d. Exhibits

Exhibits should be listed in an index and preferably tabbed.

C. Discovery Matters

1. Length of Discovery Period and Extensions

In an uncomplicated case, fact discovery should be completed within one hundred twenty (120) days of the issuance of the Scheduling Order. The date for completing discovery will be set at the Preliminary Pretrial Conference. In complex cases, following the Preliminary Pretrial Conference, counsel will be directed to file a joint discovery schedule.

Counsel are expected to initiate discovery immediately following the Preliminary Pretrial Conference and to complete discovery within the stated deadline. Unless specifically ordered, counsel need not file a discovery report.

The discovery deadline means that, unless otherwise specified, all reasonably foreseeable fact and expert discovery must be served, noticed, and completed by that date. Discovery may take place thereafter only by agreement of the parties, so long as the trial will not be delayed and trial preparation will not unreasonably be disrupted.

Unexcused violations of Scheduling Orders are subject to sanctions under Federal Rule of Civil Procedure 16(f), upon Motion or the initiative of the Court.

2. Initial Disclosures and Document Production

Initial disclosures under Rule 26(a) shall be made prior to the Rule 16 Conference. As a general rule, once the initial disclosures have been completed, the parties should serve document requests forthwith and arrange for the production and copying of documents in a cooperative manner. Documents produced should be stamped showing their origin with an appropriate numbering system.

3. Discovery Conferences and Dispute Resolution

When a discovery default occurs, the Court will consider a discovery motion under Local Rule of Civil Procedure 26.1(g). However, the party seeking relief may only file a motion to compel if the parties are unable to resolve the matter by themselves. Parties should be mindful of their obligation under Local Civil Rule 26.1(f) not to file a discovery motion unless the motion contains a certification of counsel that the parties, after reasonable effort, are unable to resolve the discovery dispute. If the parties are unable to resolve the discovery dispute after reasonable effort, the parties must contact the Court to schedule a telephone conference with Judge Golden before filing a discovery motion. If the parties subsequently resolve the dispute, the conference will be cancelled.

If the telephone conference fails to resolve the dispute, the party seeking relief will be permitted to file an appropriate discovery motion. If a discovery motion is filed, the motion shall not exceed five (5) pages, shall not contain exhibits, and shall not include a brief or memorandum of law. The responding party may file a response within five (5) days. The response shall also be limited to five (5) pages and shall not include exhibits or a brief or memorandum of law. If the Court's intervention is required in response to a formal discovery motion, the Court may impose sanctions in favor of the prevailing party. Judge Golden permits a telephone conference to resolve disputes during depositions in cases where the deposition would otherwise have to be adjourned.

4. Confidentiality Agreements

Agreements on "confidentiality" may be made between counsel without Court approval. If

submitted for Court approval, the agreement must specifically define the type of materials to be protected as “confidential” and may not place any restrictions on the use of “confidential” materials by the Court or in any hearing or trial in Court.

D. Settlement

A settlement conference is required in every case by a Court-appointed mediator, an independent mediator, a Magistrate Judge, or Judge Golden. The timing of the settlement conference is to some extent in the hands of counsel. Early settlement conferences are encouraged because they have the potential of saving expenses. In some cases, however, counsel legitimately want to undertake some discovery before engaging in settlement discussions. Counsel should not hesitate to request a settlement conference when it is mutually desired by the parties.

E. Arbitration

1. General Approach to Arbitration

Judge Golden will not hold a Rule 16 conference or issue a Scheduling Order in arbitration track cases, unless there is a de novo appeal from an arbitration award. The parties are expected to complete all discovery prior to the date of the arbitration hearing.

Upon demand for trial de novo from an arbitration award, the Court will issue a Scheduling Order setting the date for trial at the earliest date available to the Court. Ordinarily, neither discovery nor dispositive motions will be allowed after the arbitration hearing is held.

F. Final Pretrial Memorandum

Unless otherwise ordered by the Court, the pretrial memorandum shall be prepared in accordance with the provisions of Local Rule of Civil Procedure 16.1©, and should also include the following items:

1. The identity of each expert witness to be called at trial by the party;
2. A curriculum vitae for each expert witness;
3. The identity of each fact witness to be called at trial with a concise statement of the nature of the expected testimony (witnesses not listed may not be called by that party in its case-in-chief);
4. Designation of deposition testimony to be offered at trial;
5. An itemized statement of damages or other relief sought;
6. A statement of any anticipated important legal issues on which the Court will be required to rule, together with counsel's single best authority on each such issue;
7. A statement of objections to: (1) the admissibility of any exhibit based on authenticity; (2) the admissibility of any evidence expected to be offered for

any reason (except relevancy); (3) the adequacy of the qualifications of an expert witness expected to testify; and (4) the admissibility of any opinion testimony from lay witnesses pursuant to Federal Rule of Evidence 701. Such objection shall describe with particularity the ground and the authority for the objection. The Court can be expected to overrule any objection offered at trial if the Court concludes that the objection should have been made in a final pretrial memorandum; and

8. All stipulations of counsel.

G. Injunctions

1. Scheduling and Expedited Discovery

Judge Golden will promptly list any request for a temporary restraining order (“TRO”) or a preliminary injunction assigned to him.

2. Pre-Hearing Conference

Judge Golden will hold a pre-hearing conference to discuss discovery issues, narrow the issues of contention, and allocate time for the hearing. Expedited discovery will be discussed and, when appropriate, ordered at the conclusion of the pre-hearing conference.

3. Proposed Findings of Fact and Conclusions of Law

Judge Golden requires submission of proposed findings of fact and conclusions of law for TRO and injunction hearings. The Court will set the time for submission of these items at the pre-hearing conference.

H. Trial Procedure

1. Scheduling Cases

Judge Golden intends that most cases should be tried (if not settled) within one (1) year of filing. If extended pre-trial proceedings are necessary, every case should reach trial no later than two (2) years after the date of filing. Exceptions will be necessary only when there have been interlocutory appeals or other unusual pretrial procedures.

2. Cases Involving Out-Of-Town Parties or Witnesses

Judge Golden schedules the trial of cases involving out-of-town counsel, parties, or witnesses in the same manner as all other cases. Counsel are responsible for the scheduling of witnesses.

3. Conflicts of Counsel

Counsel should notify the Court immediately upon hearing of any unavoidable and compelling professional or personal conflicts affecting the trial schedule.

4. Note Taking by Jurors

Judge Golden permits jurors to take notes.

5. Offers of Proof

If any party desires an “offer of proof” as to any witness or exhibit expected to be offered, the party shall inquire of counsel prior to trial for such information. If the inquiring party is dissatisfied with any offer provided, such party shall file a motion seeking relief from the Court prior to trial.

6. Voir Dire

Judge Golden permits counsel to conduct all voir dire in civil cases. There is generally a time limit of one (1) hour for each side for voir dire.

7. Trial Briefs

Parties shall submit a trial brief only if a new or unique point of law is involved that could not have been addressed earlier.

8. Motions *In Limine*

The timing for filing motions *in limine* will be determined at the Rule 16 conference and will be confirmed in the Scheduling Order. Generally, they are due three (3) weeks prior to trial.

9. Opening Statements and Summations

In most cases, the Court permits twenty (20) to thirty (30) minutes for an opening statement and thirty (30) to forty-five (45) minutes for a summation or closing argument.

10. Examination of Witnesses or Argument by More Than One Attorney

More than one attorney for a party may examine different witnesses or argue different points of law before the Court. Only one attorney for each side may examine the same witness or address the jury during opening statement or summation.

11. Videotaped Testimony

Videotaped testimony should begin with the witness being sworn. Counsel should bring

objections to the Court's attention at the time of the final pretrial conference. After the Court rules on any objections, counsel should edit the tapes before offering the videotaped testimony at trial.

12. Preparation of Exhibits

Exhibits should be pre-marked and exchanged in accordance with the Final Pretrial Order. On the day trial is scheduled to commence, counsel should provide one copy of each exhibit and a copy of a schedule of exhibits to the Court.

13. Offering Exhibits into Evidence

Unless the parties have an agreement as to the admissibility of a proposed exhibit, a witness may not testify as to its content until it has been admitted into evidence.

14. Directed Verdict Motions

Motions for judgment as a matter of law in jury trials and motions for an involuntary dismissal in non-jury trials must be in writing. Oral argument on the motions is ordinarily permitted.

15. Proposed Jury Instructions and Verdict Forms

In his Scheduling Order, Judge Golden typically requires that the parties submit joint proposed jury instructions on substantive issues and proposed verdict forms or special interrogatories for the jury no later than two (2) weeks before trial. Jury instructions need only be submitted with respect to substantive issues in the case. Proposed instructions on procedural matters such as the burden of proof, unanimity, and credibility are not necessary. Each party shall also file proposed jury instructions, verdict forms, or special interrogatories on those issues not agreed upon by the parties in their joint submission.

Each proposed instruction shall be on a separate sheet of paper, double spaced, and should include citation to specific authority. The Court will not consider proposed instructions without citation to specific legal authority. Cases and model jury instructions that are cited should be accurately quoted and a page reference should be provided.

If a model jury instruction is submitted, for instance, from Federal Jury Practice and Instructions (5th edition) or Pennsylvania Suggested Standard Civil Jury Instructions (2nd edition), counsel shall state whether the proposed jury instruction is modified. If counsel modifies the jury instruction, additions shall be underlined and deletions shall be placed in brackets. The parties shall also provide the Court the proposed jury instructions on a computer diskette in WordPerfect for Windows format, version 9.0 or above.

16. Proposed Findings of Fact and Conclusions of Law

In his Scheduling Order in non-jury cases, Judge Golden typically requires the parties to submit proposed findings of fact and conclusions of law at least three (3) days before trial. The parties shall provide the Court the proposed findings of fact and conclusions of law on a computer diskette in WordPerfect for Windows format, version 9.0 or above. They should also be provided in hard copy. The parties may submit revised or supplemental findings of fact and conclusions of law with specific reference to trial evidence at the conclusion of the case. Counsel will have the opportunity to file supplemental points or proposed findings of fact and conclusions of law during the trial as necessary. A schedule for the submission of revised findings/conclusions will be discussed at the conclusion of trial.

I. Jury Deliberations

1. Written Jury Instructions

In the appropriate case, the Court will give the jury a copy of the written jury instructions.

2. Evidence in the Jury Room

After the jury has been instructed and taken to the jury room to begin deliberations, the Court and counsel will discuss which exhibits should go out with the jury for their consideration during deliberations.

3. Handling of Jury Requests to Read Back Testimony or Replay Tapes

At the jury's request, the Court may permit the Deputy Clerk to read portions of testimony back to the jury or to replay the audio or videotaped testimony.

4. Availability of Counsel During Jury Deliberation

Unless excused by the Court, counsel must remain in the courthouse during jury deliberations.

5. Taking the Verdict and Special Verdicts

Ordinarily, the Court will submit interrogatories to the jury. The Courtroom Deputy will take the verdict in the presence of the Court, counsel, and the parties.

6. Polling the Jury

Judge Golden permits polling the jury if counsel makes a timely request.

7. Interviewing the Jury

After the verdict is recorded, Judge Golden advises the jurors that they are under no obligation to speak to counsel, however, they may do so if they so elect.

IV. CRIMINAL CASES

A. Approach to Oral Argument and Motions

Judge Golden has no policy on the scheduling of oral argument on motions. He tries to consolidate such arguments with a pretrial conference. Hearings on motions to suppress are held as far in advance of trial as possible; they are rarely held on the morning of trial.

B. Pretrial Conferences

Generally, Judge Golden does not hold pretrial conferences in every criminal case. In multi-defendant or otherwise complex cases, he may schedule several conferences in open court. He often finds it most helpful to hold a motions hearing at least one or two weeks before the start of trial.

C. Voir Dire

Judge Golden conducts voir dire in criminal cases. He requests that counsel submit proposed voir dire questions at least a day in advance of trial for his consideration.

D. Pretrial Memoranda

At least one (1) week before trial, unless otherwise specified in the Court's Scheduling Order, the parties shall file a pretrial memorandum concerning the admissibility of evidence and the legal issues involved in the trial with the Clerk of Courts and serve a copy to Reading Chambers. The pretrial memorandum should address, but is not limited to, the following issues, if applicable:

1. Written admissions against defendant;
2. Stipulations by the parties;
3. Jencks Act material;
4. Transcripts of witness' grand jury testimony;
5. Use of tapes at trial;
6. Brady v. Maryland material;
7. Introduction of statements of a co-conspirator;
8. Defendant identification issues;
9. Government impeachment by use of criminal records;
10. Government introduction of evidence concerning prior criminal acts;
11. Possible Fifth Amendment invocation;
12. Problems in obtaining attendance of witnesses;

13. Summary evidence or summary witnesses;
14. Unresolved issues requiring a hearing;
15. Expected length of trial; and
16. Outstanding motions.

E. Motions to Suppress

Upon receipt of a motion to suppress, Judge Golden will schedule a hearing at which the nonmoving party must show cause why the disputed evidence should not be suppressed. At least one (1) week prior to the hearing, all parties must file proposed findings of fact, conclusions of law, and memoranda of law with the Court.

F. Guilty Plea Memoranda

Judge Golden requires the Government to submit a guilty plea memorandum at least **three (3) days prior** to the guilty plea. The memorandum must include the elements of each offense to which the defendant is pleading guilty, legal citation for such elements, sufficient factual support as to each element of each offense, as well as mandatory minimum and maximum sentences.

G. Sentencing

1. Motions for Downward Departure

A motion for downward departure, except a motion filed under U.S.S.G. § 5K1.1 or 18 U.S.C. § 3553(e), must be filed two (2) weeks prior to the sentencing date. The motion should include legal and factual support for the proposed departure. Responses to such motions shall be filed and served at least one (1) week before sentencing.

A Government motion pursuant to U.S.S.G. § 5K1.1 or 18 U.S.C. § 3553(e) must be filed at least one (1) week before sentencing. Responses to such motion shall be filed and served at least three (3) days before sentencing.

One copy of each sentencing memorandum and each motion and response shall be served on the Court and the United States Probation Officer when the original is filed.

2. Sentencing Memoranda

Judge Golden requires the submission of sentencing memoranda one (1) week before the scheduled sentencing date. Sentencing memoranda must be within the framework provided by the Sentencing Guidelines. Such memoranda are particularly important when counsel disagree with the Probation Office's (1) recital of facts or (2) Sentencing Guidelines calculation.

If a defendant is responsible for restitution, the Government must submit sufficient information in its sentencing memorandum to enable the Court to determine its entitlement, the name

and the address of the victim, the amount of loss for each victim, and documentary support for each amount. If liability for restitution is joint and several, the Government must itemize the restitution amount for which each defendant is responsible.

One (1) copy of each sentencing memorandum shall be served on the Court and the United States Probation Officer when the original is filed.

Further, Judge Golden requires the parties to submit objections to the Pre-Sentence Investigation Report within fourteen (14) days after receiving the Report under Federal Rule of Criminal Procedure 32(f). Any objection not filed will be deemed waived unless the Court finds good cause for allowing it to be raised under Local Rule of Criminal Procedure 32.3(4).

V. OTHER GENERAL MATTERS

A. Briefs of Cases on Appeal

Judge Golden welcomes copies of appellate briefs when a decision he has made is appealed.

B. Meet and Confer Obligation

Judge Golden expects counsel to bring matters to his attention only after they have been discussed with opposing counsel. Accordingly, before filing any motion, counsel for each of the parties shall confer in good faith to narrow the areas of disagreement to the greatest possible extent. It shall be the responsibility of counsel for the moving party to arrange for the conference. Conferences may be conducted over the telephone. When communicating with the Court, counsel should be prepared to state the position of opposing counsel.

C. Professionalism

Judge Golden expects punctuality and courtesy from counsel to the Court and each other, both in the presence of the Court and otherwise. Counsel should rise to address the Court and seek permission before approaching witnesses or the bench. Counsel shall not direct comments to each other during proceedings. To the extent possible, the parties shall notify the Court of any issues that will need to be ruled upon at the start of the day's proceedings, or during a recess out of the jury's presence. Sidebar conferences are permitted when necessary.

CONFERENCE INFORMATION REPORT

CIVIL ACTION NO. _____

JURY TRIAL _____ NON-JURY TRIAL _____ ARBITRATION _____

SERVICE OF PROCESS MADE _____ (Date)

SHORT CAPTION:

TRIAL COUNSEL _____

REPRESENTING _____

LAW FIRM _____

ADDRESS _____

TELEPHONE & FAX _____

DISCOVERY COMPLETED _____ IF NOT, WHEN? _____ (Date)
Yes

PROTRACTED DISCOVERY REQUIRED? _____
Yes/No

IF YES, DESCRIBE PROPOSED DISCOVERY SEGMENTS BY SUBJECT MATTER OR PARTIES AND SUGGEST DATES FOR SEGMENTS:

OTHER PRETRIAL MATTERS:

SETTLEMENT CONFERENCE REQUESTED? _____

TRIAL TIME: TIME TO PRESENT YOUR CASE _____
TIME FOR ENTIRE TRIAL _____

OTHER COMMENTS:

DATE: _____

SIGNATURE OF COUNSEL

TYPE OR PRINT NAME

This form should be faxed to Chambers at 610-320-5002 or mailed or hand delivered to Chambers, The Madison Building, Room 401, 400 Washington Street, Reading, PA 19601.