LCRLJ 2
PRE-TRIAL HEARING

When matters of fact are put in issue by responsive pleadings served and filed with the court and if one of the parties has noted the case for pre-trial hearing, a pre-trial will be set. If both parties stipulate and the Court agrees, the pre-trial hearing may be specially set on the docket for a telephone conference hearing. Wherever possible, 5 days notice must be given to the Clerk for approval by the Judge and scheduling. At the pre-trial hearing all parties must appear (in person or telephonically) or through counsel. If a party does not appear at the pre-trial hearing, the non-appearing party's pleadings shall be stricken, unless good cause is shown, and the court may grant a judgment of default or dismissal against the non-appearing party. If no parties appear, the court may dismiss all pending claims without prejudice. At the pre-trial hearing, the court will also perform the following functions:

1. Determine any pre-trial motions.
2. Assign trial and/or further motion dates.
3. Acknowledge and approve settlement agreements.
4. Enter default or judgments on pleadings.
5. Pre admit exhibits for trial.
6. Enter discovery order and completion dates.

Counsel shall appear at the pre-trial hearing with a schedule of dates of availability for trial or any other necessary proceeding.

The pre-trial hearing procedure shall not preclude the entry of default judgments, judgments on pleadings, or any other orders not inconsistent with these rules or the Civil Rules for Courts of Limited Jurisdiction (CRLJ) prior to the date of the pre-trial hearing.