

**E-CALENDAR CALL FORM
Circuit Civil Division AD**

Counsel for Plaintiff and counsel for Defendant shall confer on the issues outlined in this Order and complete one joint E-Calendar Call Form including all information requested (including any personal conflicts or prepaid vacations that may delay trial).

Upon completion of the E-Calendar Call Form, counsel shall email the complete E-Calendar Call Form to CAD-DivisionAD@pbcgov.org no later than the end of business day on the date of scheduled calendar call.

SCHEDULED CALENDAR CALL DATE:

FOR THE TRIAL PERIOD OF: _____

CASE NAME: _____

CASE NUMBER: _____

PLAINTIFF'S TRIAL COUNSEL CONTACT INFORMATION:

Full Name: _____

Phone: _____

Primary Email: _____

Secondary Email: _____

DEFENDANT'S TRIAL COUNSEL CONTACT INFORMATION:

Full Name: _____

Phone: _____

Primary Email: _____

Secondary Email: _____

NUMBER OF DAYS/HOURS REQUESTED FOR TRIAL/HEARING: _____

DATE PRE-TRIAL STIPULATION FILED _____

DATE MEDIATION CONFERENCE CONDUCTED: _____

***DATES AND SPECIFIC NATURE OF CONFLICTS DURING TRIAL DOCKET:**

****PREFERRED TRIAL WEEKS:** (counsel/parties shall agree on and provide at least three weeks during the trial docket that all are available to begin trial)

**The Court will only recognize the following conflicts:*

- *Prepaid vacations*
- *Personal Conflicts*

All conflicts must indicate the date and reason for the conflict listed.

***The preferred trial weeks are not necessarily the weeks you will be set for trial. The court will try to accommodate your requests to the best of its ability; however, the case may still be set for trial during the other weeks of the docket. The more dates you provide the greater chance of the court accommodating your requests. Upon determination of availability for setting trial in this trial period, the Court will post the trial on the DIVISION AD website.*

