

e-CALENDAR CALL FORM
Circuit Civil Division AD

Counsel for Plaintiff and counsel for Defendant shall confer and complete one joint e-Calendar Call Form. All information requested in the e-Calendar Call form shall be completed (including a minimum of three agreed to weeks that counsel/ parties prefer to commence trial; including any personal or medical conflicts, or prepaid vacations that may delay trial).

Upon completion of the e-Calendar Call Form, counsel shall submit one 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.

Please indicate:

CALENDAR CALL DATE: _____

ASSIGNED TRIAL DOCKET: _____

CASE NAME: _____

CASE NUMBER: _____

Trial Counsel Contact Information:

TRIAL COUNSEL FOR PLAINTIFF(S) CONTACT INFORMATION:

Full Name: _____

Phone: _____

Primary Email: _____

Secondary Email: _____

TRIAL COUNSEL FOR DEFENDANT(S) CONTACT INFORMATION:

Full Name: _____

Phone: _____

Primary Email: _____

Secondary Email: _____

Trial Information:

ESTIMATED TIME REQUESTED FOR TRIAL (days or hours): _____

TYPE OF TRIAL (jury or non-jury): _____

DATE PRE-TRIAL STIPULATION FILED _____

DATE MEDIATION CONFERENCE CONDUCTED: _____

Trial Docket Weeks of Availability:

*Counsel/parties shall agree on and provide at least three weeks during the trial docket that all are available to begin trial during the trial docket)

PREFERRED TRIAL WEEKS (the more dates and weeks provided, the more chance the Court may accommodate and/or match your preference):

1. _____

2. _____

3. _____

*Counsel/ parties shall include specific dates of conflict, and the specific nature of the conflict.

DATES OF CONFLICT DURING THE TRIAL DOCKET FOR CONSIDERATION

(**specific dates of conflict shall be provided along with the specific nature of the conflict for the Court's consideration):

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

- *Prepaid vacations*
- *Personal and/or Medical Conflicts*

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

**THANK YOU IN ADVANCE FOR YOUR COOPERATION AND TIMELY
SUBMISSION OF THE E-CALENDAR CALL FORM FOR THIS TRIAL PERIOD.**

Upon submission of the e-Calendar Call Form, the Court will consider the availability of counsel/ parties and determine the weeks assigned in the trial docket to be posted on the DIVISION AD website at or near the start date of the assigned trial period.