

EXHIBIT A – CASE INFORMATION SHEET FOR CALENDAR CALL

Short Style: _____ v. _____, Case No.: _____

Lead Attorneys: Plaintiff: _____, Phone: _____

Defendant: _____, Phone: _____

Primary Case Contact¹: _____, Phone: _____

Anticipated Length of Trial: _____ Date Mediated: _____

Date Pre-Trial Stipulation filed: _____ Jury Instructions ready: Yes/No

Any non-compliance with pre-trial order: Yes/No – if yes, what _____

Outstanding Motions: Yes/No If yes, already set for hearing: Yes/No

If no, Motions: _____ Time needed: _____

Time requested for voir dire, if more than one hour per side: _____

Number of jurors: _____

Pre-Planned Vacation or Medical/Family Leave Conflicts (Plaintiff and Defendant)*:

Week 1: _____

Week 2: _____

Week 3: _____

Week 4: _____

Week 5: _____

Week 6 (if applicable): _____

Other matters for the Court: _____

¹ Name and phone number of person (usually Plaintiff's assistant) that the Court (usually the Judicial Assistant) can contact that will pass on notice to all parties.