

APPENDIX "B"

Court Coordinator

Re: Cause No. _____

Style of Case

Please set the above styled and numbered cause for (trial/hearing-please designate what type of hearing) on the court's _____ docket (jury/non-jury- contested/non-contested) for the first available date.

The request for this setting has been made in good faith in the belief that (the party requesting the setting) will be ready for (trial/hearing) at the time requested. All of the (party requesting setting)'s pleadings are now in order or will be at least seven (7) days prior to the (trial/hearing) date.

Mediation has/has not been completed and the results of the completed mediation (if any) are _____ OR Mediation is scheduled for _____ and the court will be immediately notified of the results.

Discovery is completed or will be completed pursuant to the Pre-Trial Order to be signed after the Pre-Trial Conference scheduled for _____. All necessary *ad litem* appointments are made.

Service is perfected upon all necessary parties.

A jury fee is/is not paid and there (are/are not) special exceptions (or other pretrial matters) which should be presented to the Court in advance of trial.

The estimated length of trial is _____.

All other lawyers (and/or *pro se* parties) in this case on this date are being mailed a copy of this request of setting.

Very truly yours,

Cc: Opposing counsel(s)/*pro se* parties
(Please list names and addresses of those notified.)

THIS CASE IS SET FOR THE _____ DAY OF _____,
20_____, AT _____ O'CLOCK _____M.

Court Coordinator