

### SECTION 3 | PREPARING TRIAL ORDER

The Judicial Assistant will prepare the first trial order, which includes the Pre-Trial Conference date and the Mediator's name. ***If the trial is continued, it is the responsibility of the Plaintiff's attorney to prepare any Amended Trial Orders.***

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IF A CASE SETTLES, IMMEDIATELY CONTACT THE  
JUDICIAL ASSISTANT TO REMOVE FROM THE TRIAL DOCKET.

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