

Superior Court for Family Matters Standing Order – Trial and Hearing Management Order Effective September 21, 2018

This order shall apply to all trials of family matters, and to all specially assigned hearings, whether pendente lite or postjudgment, unless:

- (1) the requirements of this Trial and Hearing Management Order are waived or modified by the court in a particular case, or
- (2) the hearing is on an application for a temporary restraining order pursuant to Section 46b-15 of the Connecticut General Statutes, or the extension or modification thereof.

The appearance of a matter on a short calendar is not a “special assignment” for purposes of this order.

Counsel and self-represented parties are ordered to exchange with each other, and give to the Family Caseflow Office, the following documents that comply with the Trial and Hearing Management Order so that they are received **not less than 10 (ten) calendar days** before the assigned trial or hearing date. These documents are not to be electronically filed or placed in the court file unless and until so required as noted below:

1. Current sworn financial affidavits meeting the requirements of Practice Book Sec. 25-30(a). *(The parties/counsel shall file the financial affidavits to be placed in the court file at the time of commencement of the trial or hearing, or at the time of entry of judgment or orders by agreement, as the case may be.)*
2. A list of all pending motions, including motions to be decided before the start of the trial or hearing such as motions in limine and motions for protective order;
3. A fully completed child support guidelines worksheet as required by Practice Book Sec. 25-30(e). *(The parties/counsel shall file the child support guidelines worksheets to be placed in the court file at the time of commencement of the trial or hearing, or at the time of entry of judgment or orders by agreement, as the case may be.)*
4. Written proposed orders in accordance with Practice Book Sec. 25-30(c) and (d), which shall be comprehensive and set forth the parties’ requested relief. *(If the matter is not resolved by agreement, the parties/counsel shall file the proposed orders to be placed in the court file at the time of commencement of the trial or hearing.)*
5. A list of the names of all witnesses each party reasonably expects to call as part of the party’s case in chief, as well as any reasonably anticipated rebuttal witnesses, including an identifier (that is, party, eyewitness, or expert). Include any expected scheduling problems. **Note:** This order does

not replace or change the requirements of Practice Book Sec. 13-4 about the manner and time for expert witness disclosure;

6. A list of exhibits each party reasonably expects to introduce in evidence, indexed by P plus a number for the plaintiff, and D plus a letter for the defendant, with a brief description of each exhibit, indicating whether any party objects to the admission of the exhibit and if so, including a statement of the grounds for the objection. The actual exhibits are not to be sent to the Caseflow Office but are to be exchanged by the parties as part of the compliance with this order. Counsel and self-represented parties are to report to the courtroom clerk at least fifteen (15) minutes before the assigned time for the trial or hearing in order to complete the marking of exhibits;

7. If counsel or parties, as part of their argument at the trial or hearing, intend to submit a computer generated alimony and/or child support cash analysis, it shall: (1) utilize current tax information; (2) state the assumptions used for the generation of the report; and (3) be exchanged with all counsel and self-represented parties.

If a party does not follow this order, the party may have sanctions imposed by the court, which may include a monetary sanction, exclusion of evidence, or the entry of a nonsuit, default or dismissal.

Counsel and self-represented parties shall provide an executed Affidavit Concerning Children (JD-FM-164) at the time of trial.

If counsel or parties do not come to court for the trial or hearing on the assigned date, the court may dismiss the case or any pending motion with prejudice or decide the same as an unopposed matter.

**The Honorable Michael A. Albis
Chief Administrative Judge
Family Division**