

Re: Summary Jury Trial
Case Caption:
Date of Summary Jury Trial:
Location:
Judge:

Dear Counselors:

Please take notice that the above captioned matter has been scheduled for a summary jury trial before the (insert Judge's name). Enclosed for your records is a copy of the Order for Summary Jury Trial entered by the court regarding this proceeding.

In as much as this program is of great importance to the state judiciary, this hearing will be given a priority status over other trial obligations. If this office can be of any assistance with resolving potential scheduling conflicts, please notify me immediately.

Thank you for your participation in this program.

Very truly yours,

Civil Division Manager

Enclosures:
Policy Statement
Rules of Procedure
Order for Summary Jury Trial

CASE CAPTION:
DATE OF CONFERENCE:
LOCATION:
RE: SUMMARY JURY TRIAL PROGRAM

Dear Counselors:

The Honorable (insert Judge's name) requests your participation in a conference to discuss the assignment of the above captioned matter to a unique program. Enclosed for your review is a policy statement and rules of procedure outlining the basic format of the summary jury trial, settlement program.

The purpose of this conference is to secure input from all counsel regarding the benefits of applying this procedure to the above referenced case. You may wish to select additional case(s) from your respective office to discuss submitting for this procedure.

Thank you for your anticipated cooperation with this request.

Very truly yours,

Civil Division Manager

Enclosures:
Policy Statement
Rules of Procedure

Case Caption:

Date of Pre-hearing Conference:

Location:

Judge:

Re: Summary Jury Trial – Pre-hearing Conference

Dear Counselors:

The above-captioned matter has been scheduled for a summary jury trial pre-hearing conference before the Honorable (insert Judge's name). Enclosed for your review is a policy statement and rules of procedure outlining the basic format of this unique settlement program. Also enclosed is a copy of the proposed form of order, which will be entered as a result of this pre-hearing conference.

The purpose of this conference is to review pertinent elements of procedure and presentation to be utilized during the summary jury trial. Any questions or suggestions relating to this process as it applies to this matter, should be presented during this conference.

Thank you for your participation in this program.

Very truly yours,

Civil Division Manager

Enclosures:

Policy Statement

Rule of Procedure

Order for Summary Jury Trial