

**e-CALENDAR CALL FORM**  
Circuit Civil Division AD

**Counsel for Plaintiff and counsel for Defendant shall complete one joint e-Calendar Call Form including all information requested in the form (including three agreed to weeks preferred by counsel/ parties for trial and any personal or medical conflicts, or prepaid vacations that may delay trial).**

**Upon completion of the e-Calendar Call Form, counsel shall email the complete e-Calendar Call Form to [CAD-DivisionAD@pbcgov.org](mailto:CAD-DivisionAD@pbcgov.org) no later than the end of business day on the date of scheduled calendar call.**

**SCHEDULED CALENDAR CALL DATE:**

\_\_\_\_\_

**ASSIGNED TRIAL PERIOD OF:** \_\_\_\_\_

**CASE NAME:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**TRIAL COUNSEL FOR PLAINTIFF(S) CONTACT INFORMATION:**

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

**TRIAL COUNSEL FOR DEFENDANT(S) CONTACT INFORMATION:**

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

**ESTIMATED TIME REQUESTED FOR TRIAL (days or hours):** \_\_\_\_\_

**TYPE OF TRIAL (jury or non-jury):** \_\_\_\_\_

**DATE PRE-TRIAL STIPULATION FILED** \_\_\_\_\_

**DATE MEDIATION CONFERENCE CONDUCTED:** \_\_\_\_\_

**PREFERRED TRIAL WEEKS** (\*the more dates provided the more chance of the Court accommodating your request):

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\*Counsel/parties shall agree on and provide at least three weeks during the trial docket that all are available to begin trial during the trial docket)

*\*Preferred trial weeks are not necessarily the weeks you will be set for trial. The court attempt to accommodate your requests; however, the case may be set for trial during the other weeks of the docket to also accommodate the Court's schedule during the trial docket.*

**CONFLICTS DURING TRIAL DOCKET** (\*\*if there are conflicts during the trial docket, please include specific dates of conflict and the specific nature of conflict):

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*\*\*The Court will only recognize the following conflicts:*

- *Prepaid vacations*
- *Personal and/or Medical Conflicts*

***All conflicts must indicate the date and reason for the conflict listed.***

**THANK YOU IN ADVANCE FOR YOUR COOPERATION AND TIMELY SUBMISSION OF THE E-CALENDAR CALL FORM FOR THIS TRIAL PERIOD.**

Upon submission of the e-Calendar Call Form, the Court will consider your availability and determine the trial docket to be posted on the DIVISION AD website at or near the start date of this trial period.