

**IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA**

)	
Petitioner,)	
)	Case No. _____
vs.)	
)	Judge _____
)	
Respondent.)	

REQUEST TO SET CASE FOR PRE-TRIAL CONFERENCE

Comes now the _____ and requests the
(Petitioner/Respondent)
 Court to set the above-styled case for a Pre-Trial Conference. Attorneys and/or pro se litigants have conferred, do not object, and believe this case is ready for trial/hearing.

I. List all attorneys or pro se litigants with addresses and phone numbers, including all out-of-town attorneys.

NAME	ADDRESS & PHONE NUMBER
Petitioner's attorney(s):	
_____	_____
_____	_____
_____	_____
Respondent's attorney(s):	
_____	_____
_____	_____
_____	_____
Child's attorney(s):	
_____	_____
_____	_____
_____	_____

II. All discovery has been completed: Yes No
 If no, please explain: _____

III. Mediation was completed on the _____ day of _____, 20____ with _____ serving as mediator.

IV. If minor children are involved please complete the following:

a. The Helping Children Cope with Divorce seminar was completed by: Petitioner Respondent

b. The Department of Human Services–Child Support Enforcement (DHS–CSE) is involved in this case: Yes No
 If no, what date was the disclaimer filed: _____

Attorney for Petitioner	Attorney for Respondent
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Petitioner,)	
)	Case No. _____
vs.)	
)	Judge _____
)	
)	
Respondent.)	

ORDER SETTING PRE-TRIAL CONFERENCE

Upon request of Petitioner/Respondent, it is Ordered, Adjudged and Decreed that the above case is set for a Pre-Trial Conference before this Court on the _____ day of _____, 20_____, at _____, in Room _____, Tulsa County Courthouse, Tulsa, Oklahoma.

FAILURE OF COUNSEL OR PARTIES TO APPEAR MAY RESULT IN DISMISSAL OF THE ACTION OR THE GRANTING OF A DEFAULT JUDGMENT. Attorneys and parties should be familiar and comply with the requirements of District Court Rule 5.

In addition, the Court requires that all discovery be complete prior to ***requesting a pre-trial conference;*** and, if a jury trial is requested, that the jury fee be paid prior to pre-trial or the case will not be set for trial. Petitioner and respondent are required to exchange settlement offers prior to pre-trial conference.

Finally, District Court Rule CV 23 will be enforced. Copies of all exhibits to be offered at trial must be marked by number and exchanged with opposing counsel before the pre-trial conference and provided to the Court at the pre-trial conference, unless waived by the Court. Anatomical models and enlargements of marked exhibits may be excluded from those provided to the Court but must be shown to opposing counsel.

Judge of the District Court

CERTIFICATE OF MAILING

I, hereby certify that on the _____ day of _____, 20_____, a true and correct copy of the foregoing Order Setting Pre-Trial Conference was mailed to each of the attorneys/parties listed above, a true and correct copy of the Order Setting Pre-Trial Conference was filed in the case.

By: