

(Name of Attorney & Bar Number, Address, Telephone No., Email)

Attorney for Plaintiff(s) or Plaintiff

IN THE CIRCUIT COURT OF THE _____ CIRCUIT

STATE OF HAWAI'I

)	CIVIL NO. _____
)	
Plaintiff(s),)	
)	
vs.)	[PROPOSED] ORDER SETTING
)	SCHEDULING CONFERENCE
)	
Defendant(s).)	Date: _____
)	Time: _____
)	Judge: _____
)	

[PROPOSED] ORDER SETTING SCHEDULING CONFERENCE

(READ THIS ORDER CAREFULLY)

IT IS HEREBY ORDERED that the parties shall appear (check one):

In person

Video Conference

for a scheduling conference on _____ at _____ .m. before the Honorable

_____, pursuant to Rule 16(b) of the Hawai'i Rules of Civil Procedure

(HRCP) and Rule 12(a) of the Rules of the Circuit Courts of the State of Hawai'i (RCCH).

1. Lead trial counsel and self-represented parties are required to attend.

2. **In person** conferences are held in the judge's courtroom located at

_____ (insert address).

Please be prompt and inform the Law Clerk of your presence. **Video conferences** are conducted via **Zoom**. Parties are instructed to read the court's Zoom Video Conferencing Instructions for Attorneys and Other Participants filed in this case to participate in a video conference.

3. The parties are reminded that a meeting of the parties must occur at least 21 days before the scheduling conference. The parties must confer in good faith on the following:

- The basis of their claims and defenses;
- Possibilities for promptly settling or resolving the case;
- Initial disclosures as required by HRCP 26(a)(1);
- Assignment of the case to an expedited or non-expedited track under HRCP 16.1;
- Issues about preserving discoverable information; and
- A proposed discovery plan as required by HRCP 26(f)(3) and RCCH 12(a)(6)(C).

HRCP 26(f); RCCH 12(a)(6). The parties are expected to review the applicable court rules which set forth in detail the information the parties are required to discuss.

4. A joint report of the parties outlining the parties' discovery plan must be filed within 14 calendar days after the meeting of the parties. HRCP 26(f); RCCH 12(a)(6)(B).

5. Each party shall file a scheduling conference statement in accordance with RCCH 12(a)(7) no later than 7 calendar days before the scheduling conference.

6. Plaintiff(s) is(are) required to promptly serve this Order on all parties who have been served with the complaint, but who have not yet appeared in this case. Plaintiff(s) must also serve this Order on all unrepresented parties who are not JEFS Users and who have not consented to electronic service.

7. Failure to comply with either any part of this Order or to attend the scheduling conference may result in sanctions (including fines, dismissal, entry of default, and an award of attorneys' fees and costs). RCCH 12(l).

DATED: _____, Hawai'i, _____.

Judge of the above-entitled Court