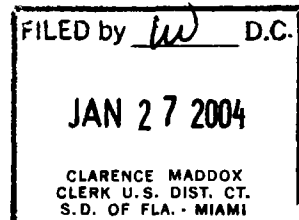


UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA



IN RE:  
AMENDMENTS TO THE LOCAL RULES

Administrative Order 2004-07

THIS COURT has given notice and opportunity to be heard in accordance with Fed.R.Civ.P. 83 and Fed.R.Crim.P. 57, has conducted an *en banc* hearing, and has considered the comments of the public and the report of the Court's Ad Hoc Committee on Rules and Procedures with regard to proposed amendments, in the form attached, to Local General Rules 1.1, 7.1, 16.1, 16.2, 23.1, and 26.1. Upon consideration of the public comments received and the reports of the Ad Hoc Committee, it is hereby

**ORDERED** that the rules identified are amended in the form attached (with the language to be deleted ~~stricken~~ and the language to be added double underlined).

**IT IS FURTHER ORDERED** that the foregoing rule amendments shall take effect on April 15, 2004, and shall govern all proceedings thereafter commenced and, insofar as just and practicable, all proceedings then pending.

**IT IS FURTHER ORDERED** that the Clerk of the Court is directed, for the next 60 days: (a) to publish this Order (without the attachments) twice a week in the Daily Business Review (in the editions published in Miami-Dade, Broward, and Palm Beach Counties, Florida); and (b) to offer every person who files any papers in any action in this Court, and to give to anyone who so desires, a copy of this Order with the attached rule amendments.

23<sup>rd</sup> **DONE AND ORDERED** in Chambers at Fort Lauderdale, Broward County, Florida this day of January, 2004.



WILLIAM J. ZLOCH  
CHIEF UNITED STATES DISTRICT JUDGE

- c: Honorable J. L. Edmondson, Chief Judge, United States Court of Appeals  
for the Eleventh Circuit  
All Southern District Judges  
All Southern District Magistrate Judges  
Norman E. Zoller, Circuit Executive, Eleventh Circuit  
United States Attorney  
Federal Public Defender  
Court Administrator • Clerk of Court  
All Members of the Ad Hoc Committee on Rules and Procedures  
Brian F. Spector, Chair, Ad Hoc Committee on Rules & Procedures  
Library  
Daily Business Review

GENERAL RULES

RULE 1.1 SCOPE OF THE RULES

\* \* \* \* \*

B. **Effective Date.** These rules become effective February 15, 1993, provided however, that the 1994 amendments shall take effect on December 1, 1994, the 1996 amendments shall take effect on April 15, 1996, the 1997 amendments shall take effect on April 15, 1997, the 1998 amendments shall take effect on April 15, 1998, the 1999 amendments shall take effect on April 15, 1999, the 2000 amendments shall take effect on April 15, 2000, the 2001 amendments shall take effect on April 15, 2001, the 2002 amendments shall take effect on April 15, 2002, ~~and the 2003 amendments shall take effect on April 15, 2003,~~ and the 2004 amendments shall take effect on April 15, 2004, and shall govern all proceedings thereafter commenced and, insofar as just and practicable, all proceedings then pending

\* \* \* \* \*

RULE 7.1 MOTIONS, GENERAL

A. **Filing.**

\* \* \* \* \*

3. **Pre-filing Conferences Required of Counsel.**

~~(a) Prior to filing any motion in a civil case, except a motion for injunctive relief, for judgment on the pleadings, for summary judgment, to dismiss or to permit maintenance of a class action, to dismiss for failure to state a claim upon which relief can be granted, or to involuntarily dismiss an action, or any motion relating to discovery, counsel for the moving party movant shall confer (orally or in writing), or make reasonable effort to confer (orally or in writing), with counsel for the opposing party all parties or non-parties who may be affected by the relief sought in the motion in a good faith effort to resolve by agreement the issues to be raised in the motion, ~~and counsel for the opposing party shall cooperate with such efforts to confer and be obligated to act in good faith in attempting to resolve the matters at issue. Counsel conferring with movant's counsel shall cooperate and act in good faith in attempting to resolve the dispute.~~ Counsel conferring with movant's counsel shall cooperate and act in good faith in attempting to resolve the dispute. At the time of filing the motion, counsel for the moving party shall file with the Clerk a statement certifying either: (a) ~~that counsel have conferred in a good faith effort to resolve the issues raised in the motion and have been unable to do so~~ that counsel for the movant has conferred with all parties or non-parties who may be affected by the relief sought in the motion in a good faith effort to resolve the issues raised in the~~

1 motion and has been unable to do so; or (b) that counsel for the moving party has  
 2 made reasonable effort (which shall be identified with specificity in the statement)  
 3 to confer with the opposing party but has been unable to do so that counsel for the  
 4 movant has made reasonable efforts to confer with all parties or non-parties who  
 5 may be affected by the relief sought in the motion, which efforts shall be  
 6 identified with specificity in the statement, but has been unable to do so. If certain  
 7 of the issues have been resolved by agreement, the statement shall specify the  
 8 issues so resolved and the issues remaining unresolved. Failure to comply with  
 9 the requirements of this rule may be cause for the court to grant or deny the  
 10 motion and impose on counsel an appropriate sanction, which may include an  
 11 order to pay the amount of the reasonable expenses incurred because of the  
 12 violation, including a reasonable attorney's fee.

13  
 14 (b) ~~The pre-filing conferences required of counsel on discovery motions are~~  
 15 ~~governed by Local Rule 26.1.I:~~

16  
 17 4. ~~Every motion when filed shall also be accompanied by stamped, addressed~~  
 18 ~~envelopes for each party entitled to notice of the Order when issued by the Judge:~~

19  
 20 \* \* \* \*

21  
 22 **C. Memorandum of Law. . . .**

23  
 24 2. *Length.* Absent prior permission of the Court, no party shall file any legal  
 25 memorandum exceeding twenty (20) pages in length, with the exception  
 26 of a reply which shall not exceed ten (10) pages in length. The practice of  
 27 filing multiple motions for partial summary judgment ~~which are~~  
 28 ~~collectively intended to dispose of the case (as opposed to one~~  
 29 ~~comprehensive motion for summary judgment) in order to evade~~  
 30 ~~memorandum page limitations is specifically~~ shall be prohibited, absent  
 31 prior permission of the Court.

32  
 33 **Comments**

34  
 35 (2004) Local Rule 7.1.A.3 is amended in conjunction with deletion of Local Rule 26.1.I's  
 36 text to avoid confusion and clarify pre-filing conference obligations. Local Rule 7.1.A.4 is  
 37 deleted in light of almost universal participation in the District's automated noticing program  
 38 ("FaxBack"). The last sentence in Local Rule 7.1.C.2 is amended to prohibit, absent prior  
 39 permission from the Court, the filing of multiple motions for partial summary judgment. This  
 40 amendment is made in conjunction with the amendment of Local Rule 16.1.B.2 to emphasize the  
 1 need to discuss at the scheduling conference of parties and/or counsel the number and timing of  
 42 motions for summary judgment or partial summary judgment, and have the Scheduling Order  
 43 address these issues.

**RULE 16.1 PRETRIAL PROCEDURE IN CIVIL ACTIONS**

\* \* \* \*

**B. Scheduling Conference and Order.**

2. Conference Report and Order. The attorneys of record and all unrepresented parties that have appeared in the case are jointly responsible for submitting to the Court, within fourteen (14) days of the conference, a written report outlining the discovery plan and discussing

- (a) the likelihood of settlement;
- (b) the likelihood of appearance in the action of additional parties;
- (c) proposed limits on the time:
  - (i) to join other parties and to amend the pleadings;
  - (ii) to file and hear motions; and
  - (iii) to complete discovery.
- (d) proposals for the formulation and simplification of issues, including the elimination of frivolous claims or defenses, and the number and timing of motions for summary judgment or partial summary judgment;
- (e) the necessity or desirability of amendments to the pleadings;
- (f) the possibility of obtaining admissions of fact and of documents which will avoid unnecessary proof, stipulations regarding authenticity of documents and the need for advance rulings from the Court on admissibility of evidence;
- (g) suggestions for the avoidance of unnecessary proof and of cumulative evidence;
- (h) suggestions on the advisability of referring matters to a magistrate judge or master;
- (i) a preliminary estimate of the time required for trial;
- (j) requested date or dates for conferences before trial, a final pretrial conference, and trial; and
- (k) any other information that might be helpful to the Court in setting the case for status or pretrial conference. . . .

\* \* \* \*

**L. Proposed Jury Instructions or Proposed Findings of Facts and Conclusions of Law.** At the close of the evidence or at an earlier reasonable time that the Court directs beginning of the trial, counsel ~~shall~~ may submit proposed jury instructions or, where appropriate, proposed findings of fact and conclusions of law to the Court, with copies to all other counsel ~~or where appropriate proposed findings of fact and conclusions of law.~~ At the close of the evidence, a party may: file additional Additional instructions covering matters occurring at the trial ~~which that~~ could not reasonably be anticipated; and, with the Court's permission, file

untimely requests for instructions on any issue shall be submitted prior to the conclusion of the testimony.

**Comments**

(2004) Local Rule 16.1.B.2 is amended, in conjunction with the amendment of the last sentence in Local Rule 7.1.C.2, to emphasize the need to discuss at the scheduling conference of parties and/or counsel the number and timing of motions for summary judgment or partial summary judgment, and have the Scheduling Order address these issues. Local Rule 16.1.L is amended to conform to the December 2003 amendment to Fed.R.Civ.P. 51.

\* \* \* \* \*

**RULE 16.2 COURT ANNEXED MEDIATION**

\* \* \* \*

**H. Forms for Use in Mediation.**

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

_____	:	
	:	Civil Action No. _____
	:	
CAPTION	:	
	:	
_____	:	

Trial having been set in this matter for \_\_\_\_\_, 19  20  , pursuant to Federal Rule of Civil Procedure 16 and Southern District Local Rule 16.2, it is hereby

ORDERED AND ADJUDGED as follows:

1. All parties are required to participate in mediation. The mediation shall be completed no later than 60 days before the scheduled trial date.
2. Plaintiff's counsel, or another attorney agreed upon by all counsel of record and any unrepresented parties, shall be responsible for scheduling the mediation conference. The parties are encouraged to avail themselves of the services of any mediator on the List of Certified Mediators, maintained in the office of the Clerk of this Court, but may select any other mediator. The parties shall agree upon a mediator within fifteen (15) days from the date hereof. If there is

1 no agreement, lead counsel shall promptly notify the Clerk in writing and the Clerk shall  
2 designate a mediator from the List of Certified Mediators, which designation shall be made on  
3 a blind rotation basis.

4  
5 3. A place, date and time for mediation convenient to the mediator, counsel of record,  
6 and unrepresented parties shall be established. The lead attorney shall complete the form order  
7 attached and submit it to the Court.

8  
9 4. The appearance of counsel and each party or representatives of each party with full  
10 authority to enter into a full and complete compromise and settlement is mandatory. If insurance  
11 is involved, an adjuster with authority up to the policy limits or the most recent demand,  
12 whichever is lower, shall attend.

13  
14 5. All discussions, representations and statements made at the mediation conference  
15 shall be confidential and privileged.

16  
17 6. At least ten days prior to the mediation date, all parties shall present to the  
18 mediator a brief written summary of the case identifying issues to be resolved. Copies of these  
19 summaries shall be served on all other parties.

20  
21 7. The Court may impose sanctions against parties and/or counsel who do not comply  
22 with the attendance or settlement authority requirements herein who otherwise violate the terms  
23 of this Order. The mediator shall report non-attendance and may recommend imposition of  
24 sanctions by the Court for non-attendance.

25  
26 8. The mediator shall be compensated in accordance with the standing order of the  
27 Court entered pursuant to Rule 16.2.B.6, or on such basis as may be agreed to in writing by the  
28 parties and the mediator selected by the parties. The cost of mediation shall be shared equally by  
29 the parties unless otherwise ordered by the Court. All payments shall be remitted to the mediator  
30 within 30 days of the date of the bill. Notice to the mediator of cancellation or settlement prior  
31 to the scheduled mediation conference must be given at least two (2) full business days in  
32 advance. Failure to do so will result in imposition of a fee for one hour.

33  
34 9. If a full or partial settlement is reached in this case, counsel shall promptly notify  
35 the Court of the settlement in accordance with Local Rule 16.2.F., by the filing of a notice of  
36 settlement signed by counsel of record within ten (10) days of the mediation conference.  
37 Thereafter the parties shall forthwith submit an appropriate pleading concluding the case.

38  
39 10. Within five (5) days following the mediation conference, the mediator shall file  
40 a Mediation Report indicating whether all required parties were present. The report shall also  
41 indicate whether the case settled (in full or in part), was continued with the consent of the parties,  
42 or whether the mediator declared an impasse.

11. If mediation is not conducted, the case may be stricken from the trial calendar, and other sanctions may be imposed.

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, ~~19\_\_~~ 20\_\_.

\_\_\_\_\_  
U.S. District Judge

Copies furnished:  
All counsel of record

-----

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

\_\_\_\_\_  
:  
:  
:  
CAPTION :  
:  
:  
\_\_\_\_\_  
:

Civil Action No. \_\_\_\_\_

ORDER SCHEDULING MEDIATION

The mediation conference in this matter shall be held with \_\_\_\_\_ on \_\_\_\_\_, ~~19\_\_~~ 20\_\_, at \_\_\_\_\_ (am/pm) at \_\_\_\_\_, Florida.

ENTERED this \_\_\_\_ day of \_\_\_\_\_, ~~19\_\_~~ 20\_\_.

\_\_\_\_\_  
U.S. District Judge

**RULE 23.1 CLASS ACTIONS**

\* \* \* \*

3. ~~Within 90 days after the filing of a complaint in a class action, unless this period is extended on motion for good cause appearing, the plaintiff shall move for a determination under subdivision (c)(1) of Rule 23, Fed.R.Civ.P., as to whether the case is to be maintained as a class action. In ruling upon such any motion by a putative class action plaintiff for a determination under subdivision (c)(1) of Fed.R.Civ.P. 23 as to whether an action is to be maintained as a class action,~~ the Court may allow the action to be so maintained, may disallow and strike the class action allegations, or may order postponement of the determination pending discovery or such other preliminary procedures as appear to be appropriate and necessary in the circumstances. Whenever possible, where it is held that the determination should be postponed, a date will be fixed by the Court for renewal of the motion.

**Comments**

(2004) Local Rule 23.1.3 is amended to delete the requirement that a class action plaintiff move, within 90 days after the filing of the complaint, for a determination under Fed.R.Civ.P. 23(c)(1) as to whether the action should be maintained as a class action, to conform to the December 2003 amendment to Fed.R.Civ.P. 23(c)(1)(A), which clarifies that a Court may defer the decision on whether to certify a class if it is prudent to do so.

\* \* \* \* \*

**RULE 26.1 DISCOVERY AND DISCOVERY DOCUMENTS (CIVIL)**

\* \* \* \*

**I. Certificate of Counsel.** ~~Prior to filing any discovery motion, counsel for the movant shall confer, or make reasonable efforts to confer, orally or in writing, with all parties or non-parties who may be affected by the relief sought in the motion, in a good faith effort to resolve the discovery dispute. Counsel conferring with movant’s counsel shall cooperate and act in good faith in attempting to resolve the dispute. All discovery motions shall contain a statement certifying either: (a) that counsel for the movant has conferred with all parties or non-parties who may be affected by the relief sought in the motion in a good faith effort to resolve the issues raised in the discovery motion and has been unable to do so; or (b) that counsel for the movant has made reasonable efforts to confer with all parties or non-parties who may be affected by the relief sought in the motion, which efforts shall be identified with specificity in the statement, but has been~~



~~unable to do so. If certain of the issues have been resolved by agreement, the statement shall specify the issues so resolved and the issues remaining unresolved. Failure to comply with the requirements of this rule may be cause for the court to grant or deny the discovery motion and impose on counsel an appropriate sanction, which may include an order to pay the amount of the reasonable expenses incurred because of the violation, including a reasonable attorney's fee. See Local Rule 7.1.A.3 and Fed.R.Civ.P. 37(a)(2).~~

**Comments**

(2004) Local Rule 26.1.I is amended in conjunction with the amendment of Local Rule 7.1.A.3 to avoid confusion and clarify pre-filing conference obligations.