To All Counsel and Support Staff:

Please consider the following guidelines regarding cases before Judge Gowan.

Trials

Trials are set by agreed order. The Court does not **"hold"** trial dates, and schedules trials as orders are received. First District cases (251) must select a Jackson date whereas Second District cases (252) must select a Raymond date. If attorneys accidently pick the wrong district, the case shall be continued to the correct district.

Trials are scheduled for one week slots unless attorneys call and specifically inform the Court they need more than one week in which case the Court will work to find a special setting.

If attorneys cannot agree on a date, a motion for trial setting will need to be filed. It is in everyone's best interest to agree upon a date rather than have the Court unilaterally set a date.

Pre-Trial Procedures

The Court does not generally grant pre-trial conferences unless requested for a complex case. The Court requires an agreed pre-trial order [Civil Procedure Form 34] two weeks prior to the trial date. The federal version of Form 34 is preferred.

All dispositive motions must be filed no later than 60 days prior to the trial date. All motions in limine must be filed no later than two weeks prior to the trial date.

Attorneys shall send the Court a copy of the pre-trial motions as soon as filed, as required by the Uniform Circuit and County Court Rules.

The Court does not require a copy of jury instructions prior to trial

Civil Motions

To be added to the online calendar, the Court will need to receive the following packet (1) a hard copy of the notice of hearing listing each motion; (2) a copy of each motion; (3) a copy of the memorandum; (4) a copy of the itemized undisputed facts; (5) a copy of the response, if filed; and (6) a copy of the complaint. If a notice of hearing is received without the other requested documents, **the motion will not be added**. *Pursuant to the local rules of the Seventh Circuit Court District, once a motion is noticed, additional motions in the same case will not be added without the consent of the Court. The Court shall* ***not*** *allow motions to be added the week preceding the motion date.* **Please see Uniform Circuit and County Court Rule 4.03 and Mississippi Rule of Civil Procedure 6(d).**

When selecting a hearing date, please select an "open date" from the website. As with trials, the Court does not ***"hold"*** motion slots. If the motion day is full by the time the notice reaches the Court, the Court will contact the attorneys regarding a new date.

Please note, given the caseload, the Court does not generally make exceptions to the online calendar. Exceptions will generally only be made when parties have a dispositive motion (summary judgment/motion to dismiss) that needs to be heard and the next available hearing date is either after the trial date or otherwise does not comply with the Uniform Circuit and County Court Rules. Exceptions also may be made for motions to compel, depending upon the trial date.

Mediation: The Court has the authority to mandate mediation.