

**PIKE COUNTY
PRE-TRIAL MEMO**

Pre-trial memos are to be served on the **Judges Chambers , 102 East John Street, Milford, PA 18337** and on opposing counsel three (3) days before the scheduled pre-trial conference. Please do not file the memo of record with the Prothonotary. Unless the case is unusually complicated, your pre-trial memo should be limited to two pages and shall be in the following format:

Case Name: _____

Docket Number: _____

Plaintiff Attorney (Name, address, phone)

(____) _____

Defense Attorney (Name, address, phone)

(____) _____

Additional counsel and party represented:

(____) _____

for: _____

Check all that apply:

First time case listed for Trial

Jury Trial

Non-Jury Trial

Appeal from Arbitration

Mortgage Foreclosure

Plaintiff appearing Pro Se

Defendant appearing Pro Se

This Case was continued from
the _____ Trial term

Companion Case Docket# _____

I will have video testimony

Expected length of Trial _____

I will call _____ witnesses

Demand _____ Offer _____

I will have expert testimony (name, address and type of expert) if more than two attach a separate sheet: _____

What steps have been taken toward settlement? _____

Issues to be resolved prior to trial: _____

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Issues for trial

Type of Case-(neglect, assault, slip & fall, etc.)

Exhibits:

- (I have) medical records/reports/bills
- (I have) police records/reports
- (I have) contracts/written agreements
- (I have) letters/correspondences
- (I have) photos/maps/etc.

Other:

Briefly describe the case - (facts)

By:

Attorney for: _____