

Superior Court for Family Matters

Standing Orders

Pretrial Standing Order – Effective December 1, 2009

All counsel and parties assigned a judicial, family relations or special master pretrial are ordered to come to court and arrive on time. Counsel and self-represented parties are to exchange with each other, and submit to the pre-trying authority (the person(s) presiding over the pretrial) the documents that comply with these Standing Orders.

Counsel and self-represented parties shall exchange the following documents at least seven (7) calendar days prior to the scheduled pretrial. **These documents shall be submitted to the pre-trying authority at the time of the pretrial:**

1. A non-argumentative memorandum, including jurisdictional facts, statutory authority, marital history, the ages of the parties, any information about the health, education and employment history of the parties, and a statement as to whether or not fault is at issue in the case;
2. Written proposed orders in accordance with Practice Book Sec. 25-30(c) and (d), which shall be comprehensive and state the parties' requested relief;
3. The Proposed Parental Responsibility Plan (Form JD-FM-199), if agreed upon, or a Proposed Parental Responsibility Plan indicating the areas of dispute;
4. A list of all pending motions, including motions to be decided before the start of trial (in limine) and motions for protective order;
5. Current sworn financial affidavits (Form JD-FM-6), including a detailed income statement, a list of assets and liabilities, the sworn-to value of all assets, current value of all retirement and employment benefits and any proposed distribution;
6. A statement detailing stipulations and remaining disputes as to the value of assets, benefits or liabilities;
7. Appraisals and valuations of real or personal property, or business interests (as may be applicable) for which values are in dispute;
8. Pension valuations, if any, and the last year-end or quarterly pension statements, as may be applicable;
9. Copies of individual federal and state tax returns, W-2 statements and 1099 forms for the past three years;
10. If either party has any ownership interest in a business, copies of business tax returns and K-1 statements for the past three years;
11. If there are minor children, the parties shall prepare a fully completed child support guidelines worksheet that they agree to. If the parties do not agree, each party shall provide his or her own fully completed child support guidelines worksheet;
12. A fully executed affidavit concerning the children (JD-FM-164) to be brought to court on the day of the pretrial.

If a party does not fully comply with this order, that party may have sanctions imposed on him or her by the presiding judge.

These orders do not include and are not intended to be addressed to guardians ad litem for minor children.

The Honorable Lynda B. Munro
Chief Administrative Judge
Family Division