# SUPERIOR COURT KENT COUNTY CIVIL CASE

# MANAGEMENT PLAN

The following Plan is adopted by the Superior Court of the State of Delaware in order to ensure the orderly and prompt disposition of civil cases in Kent County

EFFECTIVE JULY 1, 2000

REVISED April 11, 2003

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#### II GENERAL FILING INFORMATION

- A. Most civil cases are individually assigned to a specific Judge at the time of filing who handle all aspects of the assigned case.
- B. A Case Information Statement (CIS) must be filed by the Plaintiff when filing the Complaint and by the Defendant when filing a response to the Complaint. Any unusual issues which could affect judicial assignment (e.g. companion case) or case management (e.g. elderly Plaintiff with terminal illness) should be noted on the CIS.

See Exhibit A for sample CIS Form.

- C. Receipt for filing fee will reflect civil action number and Judge's initials.
- D. Judge's initials must appear at the end of each civil action number on all future filings.

Example : 00C-01-001 WLW

#### II JUDICIAL ASSIGNMENT CATEGORIES

A. Unless otherwise specially assigned by the President Judge, the following civil case types are assigned to all Judges at the time of filing on a rotating basis within categories.

# 1. <u>Complaints</u>:

- a. Debt/Breach of Contract (CDBT).
- b. Malpractice (CMAL).
- c. Personal Injury:
  - Auto Arbitration Appeals (CAAA).
  - Personal Injury Auto (CPIA).
  - Personal Injury (CPIN).
- d. Products Liability (CPRL).
- e. Class Action (CACT).
- f. Other:
  - Foreign & Domestic Attachment (CATT).
  - Transfer from CCP (CCCP).
  - Transfer from Chancery (CCHA).
  - Condemnation (CCON).
  - Defamation (CDEF).
  - Civil Fraud Enforcement (CFRD).
  - Declaratory Judgment (CDEJ).
  - Ejectment (CEJM).
  - Foreign Judgment (CFJG).
  - Interpleader (CINT).
  - Libel (CLIB).
  - Property Damage (CPRD).
  - Replevin (CPRV).
  - Breast Implant Cases (CSBI).
  - Summary Proceedings (CSPD).
  - Tax Appeal (CTAX)
- 2. <u>Mortgages/Mechanic Liens (MORT/LIEN)</u>.

# II JUDICIAL ASSIGNMENT CATEGORIES (continued)

- B. Unless otherwise specially assigned by the President Judge, the following civil cases are assigned on a rotating basis to all Judges:
  - 1. Appeals From Boards, Agencies, Commissions, and Courts Including Certioraris (AIAB, AUIB, APSC, AADM, AFAM, ACCP, ACER):

Assigned to all Judges on a rotating basis.

#### II JUDICIAL ASSIGNMENT CATEGORIES ( continued)

C. The following cases are not assigned individually, but are referred to the Office Judge: *See Exhibit G* 

#### 1. Miscellaneous Matters Referred to Office Judge at Time of Filing:

- a. Appointment of Counsel (MAAT).
- b. Cease and Desist Order (MCED).
- c. Complaints Requesting Order (MCRO).
- d. Consent Orders (MCTO).
- e. Issuance of Subpoena/Material Witness (MISS).
- f. Writ of Mandamus (MMAN).
- g. Petitions for Out-of-State Deposition (MOUT).
- h. Applications for Forfeitures (MAFF).
- i. Bail Forfeitures (MBAL).
- j. Road Resolution/Road Vacations (MROD/MVAC).
- k. Tax Ditches (MTAX).
- 1. Writs of Prohibition (MPRO).
- m. Expungements (MIND).
- n. Habeas Corpus (MHAC).
- o. Sell Real Estate for Property Tax (MSEL).
- p. Hazardous Substance Cleanup (MTOX).
- q. Civil Penalty (MCVP)
- r. Any application relating to an unassigned case.
- s. Any application requiring immediate attention when the Assigned Judge is unavailable.

#### II JUDICIAL ASSIGNMENT CATEGORIES (continued)

#### C. 2. <u>Miscellaneous Matters Referred to Office Judge at Friday Motion</u> <u>Hour:</u>

- a. Appointment of Guardianship where no underlying tort case has been filed. (MGAR).
- b. Return Dates of Petitions to Compel Satisfaction of Judgment (MSOJ).
- c. Return Dates of Petitions to Satisfy a Mortgage (MSAM).
- d. Return of Dates of Writs of Possession (MPOS).

#### 3. Judgment Cases:

- a. Petitions to Stay/Vacate a Sheriff Sale or Set Aside Mortgage (MSSS, MSEM).
- b. All uncontested Judgment Petitions.

# 4. **<u>Involuntary Commitments</u>** (INVC):

- a. Hearings held before the Commissioner
- b. Proposed routine Orders/Signed by Commissioner
- c. Routine Orders/Signed by the Civil Office Judge
- d. Appeal/Assigned to Civil Office Judge
- e. Fee Application/Signed by the Civil Office Judge

#### II JUDICIAL ASSIGNMENT CATEGORIES (continued)

D. The following various civil case categories will be assigned as follows:

#### 1. CLAD Cases:

Assigned by the President Judge on case-by-case basis.

#### 2. <u>Asbestos Cases:</u> (CASB):

Assigned by the President Judge on case-by-case basis.

#### 3. <u>Applications to Carry a Concealed Deadly Weapon:</u>

Assigned to the Resident Judge.

#### 4. **<u>Involuntary Commitments</u>** (INVC):

Approval of Commissioner's Recommendations and Fee Applications assigned to the Civil Office Judge. *See Exhibit G* 

#### 5. <u>Civil Contempts/Capias</u> (MCON):

Assigned to Judge who Orders Contempt/Capias.

#### 6. Failure to Appear for Jury Duty/Rule to Show Cause:

Assigned to Civil Office Judge See Exhibit G

#### 7. Judgment Cases - Contested Matters:

Assigned to Civil Office Judge See Exhibit G

#### 8. **<u>Tax Refund Intercept/Seized Currency Cases</u>** (MREF) and (MFOR):

Assigned to the Civil Office Judge See Exhibit G

#### III <u>GENERAL SCHEDULING PROCEDURES</u>

- A. Case Scheduling Orders will be issued by the Assigned Judge:
  - when all defendants have answered
- B. Before a Case Scheduling Order is issued, a Scheduling Conference may be held at the discretion of the Assigned Judge.
- C. Case Scheduling Orders may include the following significant dates:
  - Arbitration Completion Date ( if applicable)
  - Filing of Motions to Add or Amend
  - Discovery Cutoff Date
  - Filing of Dispositive Motions
  - Pretrial Conference
  - Trial Calendar Conference
  - rial

See Exhibit B for sample of Trial Scheduling Order Form

- D. Unless Otherwise ordered by a Superior Court Judge all trials will be scheduled for a trial date within 365 days of the date of the case filing.
- E. Lead counsel and local counsel will attend all Scheduling Conferences, Status Conferences, Pretrial Conferences and Trial Calendar Call, unless excused by the Court.

#### **Extensions of Time; Continuances**

- (a) *General.* Extensions of time limits or continuances of a conference or trial may be granted only upon a showing of good cause and not solely by agreement of the parties. Requests for extensions of time limits set forth in a scheduling order must be made at least 10 days prior to the expiration of time. Motions for continuance on the date of an event are not favored, and any such motion must be accompanied by counsel's certification on the record that neither the parties nor counsel were aware of the grounds for such motion prior to the date of the event.
- (b) *Form of Request.* Except for good cause shown to the Assigned Judge , all requests for extensions of the time limits or continuances of a conference or trial must be made in writing and filed with the Prothonotary. The written request shall contain:

- A statement of date of case filing;
- The postion of opposing counsel and any unrepresented party on the request;
- The number of times the time limit has been previously extended or the event continued;
- The reason(s) why the request is being made;
- Should the reason involve a conflict with an event scheduled in another court, the name of the other court and the name of the case must be recited, along with the civil action number, the date the event was scheduled in the other court and the name of the judge assigned to the case in the other court, if know;
- A proposed new time limit, conference, or trial date which has been established after consultation with the opposing counsel or unrepresented party and the Judicial Case Manager.
- (c) *Copies of Request.* Copies of continuance requests shall be served upon opposing counsel (or pro se party), clients, the Prothonotary.
- (d) *Notice of Trial Date*. Counsel are responsible for notifying their clients and witnesses of the new date if a continuance is granted.

#### IV MOTION PROCEDURE FOR ASSIGNED CIVIL CASES

#### A. **<u>DISPOSITVIE/ROUTINE MOTIONS</u>**

#### 1. Scheduling of Motion:

- a. Prior to the filing of the motion, the attorney calls the Assigned Judge's Case Manager to obtain a date and time in which the motion will be heard.
- b. Each Judge has a fixed weekly time slot to hear routine motions. See Exhibit H
- c. Motions shall be noticed for presentation to the Court in accordance with Assigned Judge's time slot.

#### 2. **Filing of Motion:**

- a. Original motion shall be filed with Prothonotary's Office.
- b. Motion must be filed 10 days prior to the noticed date and shall not exceed 4 pages.
- c. Motion shall have **Notice** page indicating date and time of hearing.
- d. Motion shall not exceed 4 pages.
- e. Prothonotary clerk will reject a motion that exceeds the 4-page limit.

#### 3. **Response to Motion:**

- a. Original response shall be filed with Prothonotary's Office
- b. Response is due no later than **4** days prior to the hearing date. If no response is filed by the due date, the motion will be deemed unopposed.
- c. Response shall have **Notice** page indicating date and time of hearing.

#### A. 3. **Response to Motion**

- d. Response shall not exceed 4 pages.
- e. Prothonotary clerk will reject a response that exceeds the 4-page limit.

#### 4. No Reply Permitted by Moving Party.

#### B. ROUTINE MOTIONS TO BE HEARD BEFORE COMMISSIONER

#### 1. Scheduling of Motions:

- a. Commissioner has a fixed weekly time slot to hear routine motions. See Exhibit G
- b. Motions shall be noticed for presentation to the Court in accordance with Commissioner's time slot.

#### 2. Filing of Motions and Responses:

- a. Motion must be filed 10 days prior to the noticed date and shall not exceed 4 pages
- b. Response is due no later that 4 days prior to motion hearing date and shall not exceed 4 pages. If no response is filed by the due date, the motion will be deemed unopposed.

#### C. 3. <u>Certain Specific Motions:</u>

- a. Motion which is scheduled either before Assigned Judge or Commissioner includes the following:
  - Motion for Default Judgment Pursuant to Rule 55(b)(2)
  - Motion for Enlargement of Time
  - Motion for Independent Medical Examination
  - Motion for Protective Order
  - Motion for Psychiatric Examination
  - Motion for Relief from Arbitratior's Order
  - Motion for Special Jury
  - Motion in Limine
  - Motion to Amend ( **To be heard by Commissioner**)
  - Motion to Amend Pretrial Order/Scheduling Order
  - Motion to Compel ( **To be heard by Commissioner**)
  - Motion to Compel Compliance with a Subpoena
  - Motion to Consolidate
  - Motion to Dismiss Under Rule 41(e) for Failure to Prosecute
  - Motion to Expedite Proceedings
  - Motion to File Counterclaim/Crossclaim
  - Motion to Intervene
  - Motion for Leave to File a Third Party( **To be heard by Commissioner**)
  - Motion to Lift Stay
  - Motion to Modify Order
  - Motion to Satisfy Judgment
  - Motion to Sever ( **To be heard by Commissioner**)
  - Motion to Stay
  - Motion to Strike
  - Motion to Substitute Parties ( **To be heard by Commissioner**)
  - Motion to Vacate Default Judgment/Foreign Judgment
  - Motion to Withdrawn ( To be heard by Commissioner )
- b. Any Application to Continue the Trial Date must be sent to the assigned Judge pursuant to Civil Administrative Order

#### C. 3. <u>Certain Specific Motions</u>

- c. A Motion to Consolidate should be filed under the oldest case.
- d. A Motion for Default Judgment pursuant to Civil Rule 55(b)(2) should normally include notice by mail to defaulting defendant.

#### D. <u>STIPULATED MOTIONS AND ADDITIONAL MOTIONS WHICH</u> CAN BE PRESENTED WITHOUT SCHEDULING

- 1. A motion presented by stipulation may be filed with the Prothonotary's Office for submission to the Assigned Judge for signature (no presentation date required). If the Assigned Judge has any questions about the proposed order, the Judge will take such action as the Judge deems appropriate.
- 2. Additional motions that may be filed with the Prothontary's Office for submission to the Assigned Judge for signature (no presentation date required) include:
  - Motion for Admission Pro Hac Vice
  - Motion for Distribution of Funds
  - Motion for Extension of Time to File Alias Praecipe
  - Motion for Entry of Judgment Pursuant to Arbitrator's Order
  - Motion for Guardian Ad Litem
  - Motion for Publication
  - Motion for Rule to Show Cause
  - Motion for Special Process Sever
  - Motion to Amend to Add Certificate of Value
  - Motion to Compel Compliance with an Administrative Subpoena
  - Motion to Confirm an Award
  - Motion to Proceed In Forma Pauperis
  - Motion to Revise Briefing Schedule
  - Motion to Take a Deposition in an Out-of-State Case

If the assigned Judge has any questions about the proposed order, the Judge will take such action as the Judge deems appropriate.

#### E. MOTIONS IN RULE 16.1 ALTERNATIVE DISPUTE RESOLUTION CASES

- A. Any non-dispositive motion filed prior to the last responsive pleading or prior to assignment to arbitration as provided by Superior Court Civil Rule 16.1 will be heard by the Assigned Judge on the Judge's scheduled routine motion day.
- B. After the last responsive pleading or the expiration of time pursuant to Superior Court Civil Rule 16.1, the case is referred to arbitration and all motions, including dispositive motions, will be considered by the Arbitrator appointed, with the exception of the following motions which will be heard by the Assigned Judge:
  - A. Motion to Bypass Arbitration and any related Motion
  - B. Motion to Waive an Arbitration Fee
  - C. Motion to Withdraw as Counsel
  - D. Motion to Dismiss for Lack of Subject Matter Jurisdiction
- C. Pursuant to Superior Court Civil Rule 16.1(k) Unless otherwise ordered by the Court, an arbitration shall be scheduled in consultation with the parties within thirty (30) days of appointment and held by the arbitrator within sixty (60) days after scheduling; except that, where an answering party has requested a defense physical examination, pursuant to subsection (e)(3) of this Rule, the hearing shall be scheduled within thirty (30) days of the receipt of the physician's report by the arbitrator. If the arbitrator is unable to schedule the hearing during this time period, the arbitrator shall immediately inform the Court of the scheduling problem.
- D. Any hearing which has not be heard within 40 days of appointment may be referred to the Assigned Judge for a Status Conference.

#### F. INCARCERATED LITIGANT MOTIONS

- 1. A motion by incarcerated litigants are filed with the Prothonotary's Office, **without** date and time.
- 2. Judicial Case Manager will send a letter to opposing party instructing the party that a response must be filed within 10 days or the motion will be deemed unopposed.
- 3. Upon the expiration of 10 days, Prothonotary clerk will send motion, response ( if any), and filed to the Assigned Judge.
- 4. Judge will review pleadings and decide motion or schedule a hearing.
- 5. If a hearing is necessary, Assigned Case Manager will schedule a hearing by video or in the courtroom and notify Department of Corrections to have video hooked up or to bring the prisoner.

# V. **DISMISSAL NOTICES**

A. Rule 41(e) Court Dismissal Letters will be issued monthly, following six (6) months of no activity.

See Exhibit C for Form.

B. Rule 4(j) 120 Day Letters will be issued for all cases that have not had service effected within 90 days of issuance of summons.

See Exhibit D for Form.

C. A Settlement Confirmation Letter will be issued for all cases reported to the Court as having been settled.

See Exhibit E for Form.

D. Rule 41(g) Dormant Docket Notification will be issued upon the Court receiving notification of Bankruptcy filing.

See Exhibit H for Form.

# VI JUDICIAL ASSIGNMENTS AND DUTIES OF OFFICE JUDGE

- A. The Duties of the Office Judge are listed in Exhibit G.
- B. Judicial Assignments and motion time slots of individual Judges for the current cycle are shown in Exhibit G. The President Judge will update Exhibit G periodically.

# FLOW CHART

# THE ABOVE PLAN IS HEREBY ADOPTED BY THE PRESIDENT JUDGE

# OF THE SUPERIOR COURT OF THE STATE OF DELAWARE IN AND FOR

KENT COUNTY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2002

President Judge

**Resident Judge** 

Judge

# SUPERIOR COURT CIVIL CASE INFORMATION STATEMENT (CIS)

COUNTY: N K S C	CIVIL ACTION NUMBER:
Civil Case Code Civil Case	(See Reverse Side for Code and Type)
Caption:	Name and Status of Party filing document:
	Document Type:(e.g.; Complaint;Answer with counterclaim)
	Non-Arbitration (CERTIFICATE OF VALUE MAY BE REQUIRED) Arbitration Mediation Neutral Assessment
	DEFENDANT (CIRCLE ONE) ACCEPT REJECT JURY DEMAND YES NO
	TRACK ASSIGNMENT REQUESTED (CIRCLE ONE) EXPEDITED STANDARD COMPLEX
Attorney Name(s):	IDENTIFY ANY RELATED CASES NOW PENDING IN THE SUPERIOR COURT BY CAPTION AND CIVIL ACTION NUMBER INCLUDING JUDGE'S INITIALS
Attorney id (s):	[
FIRM NAME:	Explain the relationship(s):
Address:	
TELEPHONE NUMBER:	OTHER UNUSUAL ISSUES THAT AFFECT CASE MANAGEMENT:
Fax Number:	
E-Mail Address:	<b>_</b>
	(IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH PAGE)
THE CASE INFORMATION STATEMENT (CIS) IS FILED. TH	IT. ANSWER, OR FIRST RESPONSIVE PLEADING IN THIS MATTER FOR SERVICE UNTIL E FAILURE TO FILE THE CIS AND HAVE THE PLEADING PROCESSED FOR SERVICE MAY RESULT IN THE ANS WER OR FIRST RESPONSIVE PLEADING BEING STRICKEN.

# SUPERIOR COURT CIVIL CASE INFORMATION STATEMENT (CIS) INSTRUCTIONS

#### **CIVIL CASE TYPE**

Please select the appropriate civil case code and case type (e.g., **CODE** - **AADM** and **TYPE** - **Administrative Agency**) from the list below. Enter this information in the designated spaces on the Case Information Statement.

APPEALS       MISCELLANEOUS         ADM- Administrative Agency       MAAT - Appointment of Atorney         ACEP - Court of Common Pleas       MAFF - Application for Forfeiture         ACER - Certiorari       MCRO - Complaint Requesting Order         AFAM - Family Court       MCRO - Complaint Requesting Order         AIAB - Industrial Accident Board       MCRO - Consent Order         AIB - Industrial Accident Board       MHAC - Habeas Corpus         AUIB - Unemployment Insurance Appeal Board       MIND - Destruction of Indicia of Arrest         MISD - Destruction of Indicia of Arrest       MISD - Destruction of Indicia of Arrest         CAMA - Auto Arb Appeal *       MOUT - Out of State Deposition         CASB - Abtestos       MOUT - Out of State Deposition         CATT - Foreign & Domestic Attachment       MPOS - Writ of Probsession         CCON - Condemnation       MSAD - Satisfy Attribution         CDBT - Debt/Breach of Contract *       MSOU - Compel Satisfaction of Judgment         CDEF - Defamation *       MYAC - Vacate Public Road         CDH - Foreign Judgment *       MSEM - Satisfy Attributes         CHIN - Interpleader       MSSE - Set Aside Satisfaction of Mortgage         CFIS - Foreign Judgment *       MSEM - Satisfy Attributes         CHIN - Interpleader       MSEM - Satisfy Attributes         CHIN - Interpleader <th></th> <th></th>		
ACCP - Court of Common Pleas     MAFF - Application for Forfeiture       ACER - Certiorari     MCED - Cease and Desist Order       ARAM - Family Court     MCED - Complaint Requesting Order       AIAB - Industrial Accident Board     MCTO - Consent Order       AIAB - Industrial Accident Board     MCTO - Consent Order       AVIB - Unemployment Insurance Appeal Board     MIND - Destruction of Indicia of Arrest       MISS - Suble Service Commission     MIND - Destruction of State Deposition       CAMA - Auto Arb Appeal *     MOUT - Out of State Deposition       CASB - Abstos     MPO - Writ of Prohibition       CATT - Foreign & Domestic Attachment     MPRO - Writ of Prohibition       CCH- Transfer form Chacery *     MROP - Road Resolution       CCHA - Transfer form Chacery *     MROP - Road Resolution       CDET - Detartatory Judgment     MYAC - Vacate Public Road       CEIM - Ejectment *     MSSS - Set Aside Sharidaction of Mortgage       CIB - Libel *     MSEL - Sell Real Estate for Property Tax       CIII - Libel *     MCV - Civi Penalty       CHA - Tapplader     MSEL - Sell Real Estate for Property Tax       CIII - Libel *     MCV - Civi Penalty       CIII - Libel *     MCV - Civi Penalty       CHA - Tapplader     MSEL - Sell Real Estate for Property Tax       CIII - Libel *     MCV - Civi Penalty       CHA - Tapplad     MCV - Civi Penalty </td <td></td> <td></td>		
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INVOLUNTARY COMMITMENTS OTHER		LIEN - Mechanics Lien *
INVC- Involuntary Commitment OTHR - Specify Type	INVOLUNTARY COMMITMENTS	OTHER
	INVC- Involuntary Commitment	OTHR - Specify Type

# \* Case types subject to Arbitration Rule 16.1

#### **DUTY OF THE PLAINTIFF**

Each plaintiff/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the complaint.

#### **DUTY OF THE DEFENDANT**

Each defendant/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the answer and/or first responsive pleading.

#### IN THE SUPERIOR COURT OF THE STATE OF DELAWARE IN AND FOR KENT COUNTY

PETER PLAINTIFF,	
	)
Plaintiff,	)
	)
V.	)
DAVID DEFENDANT,	)
Defendant,	)

C.A. No. 00C-01-001 - WLW

#### CASE SCHEDULING ORDER

WHEREAS, the Court having reviewed the Prothonotary file in the above-captioned case,

IT IS ORDERED that the following will control all future events in this case. Any amendments or modifications to the event deadlines established in this Order will require a scheduled office conference.

Arbitration Completion Date ( if applicable)		
Filing of motions to add/amend		
Discovery Cutoff		
Filing of Dispositive Motions		
Pretrial Conference (9:15 a.m.)		
Trial Calendar Conference (10:45 a.m.)		
Trial (Jury/Non-Jury) (10:00 a.m.)		
The Anticipated Length of Trial is Days.		

Judge

Dated: 06/09/2000

xc: All Parties Prothonotary

#### EXHIBIT C

SUPERIOR COURT OF THE STATE OF DELAWARE

KENT COUNTY PROTHONOTARY KENT COUNTY COURTHOUSE 38 THE GREEN DOVER, DE 19901 (302) 739-3184

Joe Smith, Esquire Smith & Smith P.O. Box 123 Wilmington, DE 19899 Don Brown, Esquire Brown & Brown P.O. Box 123 Wilmington, DE 19899

# WLW- Peter Plaintiff vs. David Defendant Civil Action No. 00C-01-001

RE: 41(e) Dismissal Notice

Dear Counsel:

In accordance with Superior Court Civil Rule 41(e), this notice is to advise you that the above-referenced action has been pending in this court for more than six months and that no proceedings have been taken therein during the past six months.

If no proceedings are taken within the next thirty (30) days, this action will be dismissed by the Court for want of prosecution.

Dated:

Sincerely yours,

Case Manager

No action having been taken in accordance with the above, **It Is So Ordered** that this case is dismissed on this day of , .

Judge

23

#### EXHIBIT D

SUPERIOR COURT OF THE STATE OF DELAWARE

KENT COUNTY PROTHONOTARY KENT COUN TY COURTHOUSE 38 THE GREEN DOVER, DE 19901 (302) 739-3184

Don Brown, Esquire Brown & Brown P.O. Box 123 Wilmington, DE 19899

Joe Smith, Esquire Smith & Smith P.O. Box 123 Wilmington, DE 19899

WLW- Peter Plaintiff vs. David Defendant Civil Action No. 00C-01-001

RE: Summons - Time Limit for Service

Dear Counsel:

According to the civil docket, the above captioned case has been pending in Superior Court for more than ninety (90) days without proof of service of the summons and complaint upon the defendant(s). You have until the 120<sup>th</sup> day after filing to accomplish service upon the defendant(s) or provide the Court with written explanation of good cause why service has not been made within 120 days after filing of complaint.

If no proof of service, or written explanation regarding service is received by the 120<sup>th</sup> day after filing, in accordance with Superior Court Civil Rule 4(J), this action will be dismissed by the Court.

Dated:

Sincerely,

Case Manager

No proof of service having been provided on the above-captioned case within 120 days, and following appropriate notification, **It Is So Ordered** that this action is hereby dismissed with prejudice on this day of , .

Judge

#### EXHIBIT E

#### SUPERIOR COURT OF THE STATE OF DELAWARE

#### KENT COUNTY PROTHONOTARY

KENT COUNTY COURTHOUSE 38 THE GREEN DOVER, DE 19901 (302) 739-3184

Don Brown, Esquire Brown & Brown P.O. Box 123 Wilmington, DE 19899

Joe Smith, Esquire Smith & Smith P.O. Box 123 Wilmington, DE 19899

WLW- Peter Plaintiff vs. David Defendant Civil Action No. 00C-01-001

RE: Settlement Dismissal Notice

Dear Counsel:

This letter is a confirmation that the Court has been notified by Plaintiff or Plaintiff's Counsel in the above referenced civil action that the parties have settled this matter as to all claims and all parties. In order for the Court to close it's file, a Stipulation of Dismissal, or, in the alternative, a letter stating the status of this matter is not filed with the Court within thirty (30) days of the date of this letter, the Court will dismiss this action with prejudice.

Thank you for your prompt attention to this matter.

Sincerely yours,

Case Manager

Dated:

The Court having been notified by Counsel that the above captioned action has been settled as to all claims and all parties, and no Stipulation of Dismissal having been filed, or, in the alternative, no further information having been provided, the above captioned is hereby dismissed by the Court with prejudice.

It Is So Ordered this day of

Judge

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#### EXHIBIT F

#### **DUTIES OF THE OFFICE JUDGE**

- 1. Presides over Hearings and Miscellaneous Matters which shall be scheduled before the Office Judge during his routine motion time.
- 2. Reviews/orders various types of Misc. civil cases (unassigned) Appointment of Guardianship(where no underlying tort case is pending) Cease and Desist Orders Complaint Requesting Order Consent Order Issuance of Subpoenas Petitions for Out-of-State Deposition Petitions to compel Satisfaction of Judgment Petitions to Satis fy a Mortgage Writs of Possession Toxic Consent Orders Judgment Cases
- 3. Refers Miscellaneous Matters to Commissioner pursuant to Superior Court Civil Rule 132.
- 4. Handles emergency applications when assigned Judge is unavailable.
- 5. Handles Petitions for Writ of Habeas Corpus.
- 6. Handles Petit Jury Orientation

MONTH	CRIMINAL OFFICE	CRIMINAL BACK-UP	CIVIL
January	WLW	HDR	JTV
February	JTV	WLW	HDR
March	HDR	JTV	WLW
April	WLW	HDR	JTV
May	JTV	WLW	HDR
June	HDR	JTV	WLW
July	WLW	HDR	JTV
August	JTV	WLW	HDR
September	HDR	JTV	WLW
October	WLW	HDR	JTV
November	JTV	WLW	HDR
December	HDR	JTV	WLW

# JUDICIAL ASSIGNMENTS

# **<u>CIVIL MOTIONS TIME SLOTS:</u>**

1 <sup>st</sup> and 3 <sup>rd</sup> Fridays	11:00 a.m.	President Judge Ridgely
$2^{nd}$ and $4^{th}$ Fridays	11:00 a.m.	Resident Judge Vaughn
1 <sup>st</sup> and 3 <sup>rd</sup> Fridays	11:00 a.m.	Judge Witham
Thursdays	2:00 p.m.	Commissioner Maybee

# EXHIBIT H

Joe Smith, Esquire Smith & Smith P.O. Box 123 Wilmington DE 19801 Don Brown, Esquire Brown & Brown P.O. Box 456 Wilmington DE 19801

Peter Plaintiff vs. David Defendant Civil Action No. 00C-01-001 WLW

Dear Counsel:

In accordance with Superior Court Civil Rule 41(G), this notice is to advise you that the above referenced case was moved from the active docket to the dormant docket today. Twenty-four months from the date of this letter, the action shall be dismissed without further notice unless, prior to the expiration of the twenty-four month period, a party files a motion with the originally assigned judge to extend the period for good cause shown.

Sincerely,

Judicial Case Manager

Dated: June 4, 2002

No party having been granted an extension, in accordance with the above, within the twenty-four month period, **IT IS HEREBY ORDERED**, this case is dismissed on this \_\_\_\_\_\_ day of \_\_\_\_\_

Judge