
MEMORANDUM

TO: ALL PARTIES/ALL COUNSEL
FROM: HONORABLE KEITH R. KYLE, 20TH JUDICIAL
CIRCUIT
SUBJECT: CIVIL TRIAL NOTICES & CIVIL TRIAL ORDERS
DATE: 1/23/2009

Effective January 12, 2009, when submitting a copy of a Trial Notice to the Court, you will be required to concurrently submit an original proposed Order Setting Trial and Pretrial Conference to the Court. The form for the Order can be located on the Twentieth Judicial Circuit's website at the following link: <http://www.ca.cjis20.org>.

In conjunction with the foregoing, the submitting party/counsel also must provide a sufficient number of copies of the Order for conforming, as well as properly addressed and postage stamped envelopes for each and every party listed on the cc:/Certificate of service list. It is the submitting party's/counsel's obligation to verify the completeness and accuracy of the service list prior to submission to the Court so as to ensure all parties/counsel of record receive a copy of the Order Setting Trial and Pretrial Conference.

Thank you for your cooperation with the foregoing.