

Rule 23.5 Forms for implementing time standards.

Rule 23.5 — Form 1: Notice of Civil Trial-Setting Conference

In the Iowa District Court for _____ County	
_____ Plaintiff(s) / Petitioner(s) <i>Full name: first, middle, last</i> vs. _____ Defendant(s) / Respondent(s). <i>Full name: first, middle, last</i>	No. _____ Notice of Civil Trial-Setting Conference <i>Use of this form is mandatory</i>

To the parties or their attorneys of record:

In accordance with Iowa Rule of Civil Procedure 1.906, notice is hereby given that this case has been set

for trial-setting conference on * _____, 20____, at ____:____ a.m.
Month Day Year Time p.m.

before _____ at _____.
Person Location

**This date shall be no earlier than 35 days after and no later than 50 days after any defendant has answered or appeared unless set sooner by special order on application of one or more parties.*

This conference shall be held: *Check one*

By telephone with the conference call to be initiated by _____.
Person who will initiate the call

The court administrator will be connected to the call at (_____) _____.
Phone number of court administrator

In person.

Attorneys for all parties appearing in the case shall participate at this conference. A party will participate in person if the party does not have an attorney.

At this trial-setting conference, every case will be set for trial within the time periods provided by Iowa Court Rules Chapter 23, Time Standards for Case Processing.

Prior to the trial-setting conference, the parties must file a Trial Scheduling and Discovery Plan, Iowa Court Rule 23.5—Form 2 (Form 3 for Expedited Civil Actions).

In judicial districts that allow it, the parties may, in lieu of holding a trial-setting conference, first file their Trial Scheduling and Discovery Plan and then, prior to the date scheduled for the trial-setting conference, obtain a trial date from court administration that complies with the provisions of chapter 23.

The trial date that is agreed upon at this conference will be a firm date. Continuances will not be granted, even if all parties agree, unless for a crucial cause that could not have been foreseen.

The clerk of court will notify all counsel of record and parties not represented by counsel.

Dated this ____ day of _____, 20____. _____
Day Month Year Clerk of Court or District Court Administrator

[Administrative Directive June 16, 1987, effective September 1, 1987; Court Order November 9, 2001, effective February 15, 2002; June 27, 2008, effective September 1, 2008; August 28, 2014, October 30, 2014, effective January 1, 2015]