

**NOTICE TO FILE
TRACK INFORMATION STATEMENT**

RE:

*Pursuant to the Administrative Order dated December 20, 1994 adopting the Differentiated Case Management System (see **General Order Pertaining to Differentiated Case Management in Civil Actions, Sec. III** listed below),*

*You are hereby notified that all civil cases filed on or after January 1, 1995 shall be accompanied by a completed track information statement from all parties. **FAILURE TO FILE A TRACK INFORMATION STATEMENT MAY WAIVE A PARTY'S RIGHT TO STATE A TRACK PREFERENCE TO THE COURT.***

General Order Pertaining To Differentiated Case Management (Sec. III):

III. Track Information Statement.

- A. Filing Requirement. Every plaintiff's complaint or other document initiating a civil action, and every removal petition, first responsive pleading or motion filed by each defendant shall be accompanied by a completed track information statement, on a form provided by the Clerk of the Court. Leave of court shall be required for a later filing. The track information statement shall not be required in cases assigned to Track 5.
- B. Failure to File. If any document described in paragraph III(A) is filed without a completed track information statement, the Clerk shall mark the document with the date filed and promptly give notice of the omission to the party filing the document. Failure to file a track information statement may waive a party's right to state a track preference to the court.
- C. Use of Information. The track information statement shall be used for internal management purposes, and for making an appropriate assignment to a case processing track. Matters appearing on the track information statement shall not be binding on the party. The form shall contain general descriptions of track characteristics to assist parties in selecting a track preference.