

[Counsel: Please bring completed form to the conference. Do not mail.]

RULE 16 CONFERENCE INFORMATION REPORT

Caption: _____

Civil Action No. _____ Jury trial ____ Bench trial ____ Arbitration ____

Trial counsel _____

Representing _____

Law Firm _____

Address _____

Telephone _____ Fax _____

Email _____

•Are there threshold motions? _____
(identify motion(s))

•When will discovery be completed? _____
(date)

•Will motion for summary judgment be filed? _____
(yes or no)

•Ready for trial by? _____
(date)

•Has settlement been discussed? _____ If not, why not? _____
(yes or no)

•Future settlement conference requested _____
(yes or no)

•Novel issues or special problems? _____ Describe overleaf.
(yes or no)

Trial time estimates

- Time to present your case _____
- Time for entire trial _____

Date: _____

Signature of counsel

Typed or printed name