

**PRETRIAL SCHEDULING/STATUS CONFERENCE REPORT**

Date: \_\_\_\_\_

CIVIL ACTION NO.: \_\_\_\_\_

JURY TRIAL: \_\_\_\_\_

NON-JURY TRIAL: \_\_\_\_\_

Title of Case: \_\_\_\_\_

Name of **Trial** Counsel: \_\_\_\_\_

Representing: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (including area code): \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Proof of Service Filed as to Defendants\*: Yes \_\_\_\_\_ No \_\_\_\_\_

1a. Fed.R.Civ.P. 16 conference date: \_\_\_\_\_

1b. Fed.R.Civ.P. 26(f) discovery/settlement conference date (at least 21 days prior to above)\*: \_\_\_\_\_

2. Proposed Discovery Schedule:

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

Third-Party Defendant: \_\_\_\_\_

**If discovery of electronically stored information is proposed, information required by Form 35, as amended December 1, 2006 (adaptation attached), must be provided or the right to such discovery will be waived.**

3. Mandatory Disclosure under Fed.R.Civ.P. 26(a)(1) (due 14 days after Fed.R.Civ.P. 26(f) conference): \_\_\_\_\_

4. What, if any, matters will require action by the court before trial? \_\_\_\_\_

5. Case will be ready for trial on or about: \_\_\_\_\_

6. Trial time: a) Estimate of total time to present your case \_\_\_\_\_

b) Estimate of total time for the entire trial \_\_\_\_\_

7. Prospect of Settlement: Likely \_\_\_\_\_ Possible \_\_\_\_\_ Unlikely \_\_\_\_\_

Settlement conference desired? Now \_\_\_\_\_ Later \_\_\_\_\_

(State at what stage appropriate) \_\_\_\_\_

8. Special comments: \_\_\_\_\_

\_\_\_\_\_  
Counsel for

\* **Fed.R.Civ.P. 4(j): If service of summons and complaint is not made upon a defendant within 120 days, the action shall be dismissed without prejudice as to that defendant.**



Reports from retained experts under Rule 26(a)(2) due:

from plaintiff(s) by \_\_\_\_\_;  
from defendant(s) by \_\_\_\_\_; and  
from third parties by \_\_\_\_\_.

Supplementations under Rule 26(e) due \_\_\_\_\_ (times or intervals).

4. **Other items:** Please use separate paragraphs or subparagraphs as necessary if the parties disagree.

Plaintiff(s) should be allowed ninety (90) days after service of the complaint to join additional parties and/or amend the pleadings. See Local Rule of Civil Procedure 14.1.

Defendant(s) should be allowed ninety (90) days after service of the answer to join additional parties or to amend the pleadings. See Local Rule of Civil Procedure 14.1.

All potentially dispositive motions shall be filed with the final pretrial memorandum.

Settlement is likely [\_\_\_]; unlikely [\_\_\_]; cannot be evaluated prior to the Fed.R.Civ.P. 16 conference [\_\_\_]; or may be enhanced by use of the following alternative dispute resolution procedure: \_\_\_\_\_.

Final lists of witnesses and exhibits under Rule 26(a)(3) shall be due with each party's final pretrial memorandum.

Objections to the final lists of witnesses and exhibits under Fed.R.Civ.P. 26(a)(3) shall be made at the final pretrial conference.

The case will be ready for trial two (2) days after the final pretrial conference. Trial of this case is expected to take \_\_\_\_\_ days.

Other matters: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Please print/type name of attorney submitting report