

MAGISTRATE JUDGE JEFFREY COLE
219 South Dearborn Street
Courtroom 1838
Chambers 1828
Chicago, IL 60604
(312) 435-5695
Court Room Deputy - Sonya Banks
Room 1842
(312) 408-5178

INITIAL JOINT STATUS REPORT PROCEDURES

At least three business days before the Initial Status Conference, an original and one copy of an Initial Joint Status Report, not to exceed three pages shall be filed with the clerk's office, with a courtesy copy to chambers (Suite 1828), which shall contain the following information:

A. CONSENT CASES:

1. A brief summary of the claims in the complaint and any counterclaim or third party complaint.
2. A copy of the complaint, answer, counterclaim, etc., should be delivered to chambers with the initial Status Report.
3. A brief statement of the relief sought, including an itemization of damages.
4. The status of any pending motions.
5. Proposed discovery cut-off dates.
6. The earliest date the parties will be available for trial and whether there has been a jury demand.
7. The status of any settlement discussions. At least ten days prior to the initial status conference the plaintiff is directed to submit an itemization of damages and a written settlement demand to the defendant. At least four days prior to the initial status conference, defendant is to respond in writing to the plaintiff's settlement demand.
8. To avoid confusion and delay, the name of the magistrate judge (in consent cases) should be listed in the caption of the case, but the district judge's name should not be.

In the exceedingly unlikely event the parties cannot agree on the contents of the Initial Joint Status Report, they shall nonetheless file an integrated document, captioned Initial Joint Status

Report, in which their separate positions are set forth.

At the Initial Status Conference, discovery cut-off dates and a trial date will be set, if possible. Thus, the principal trial attorney for each party, or an attorney with sufficient familiarity with and responsibility for the case, shall appear and be prepared to discuss these and all other aspects of the case.

B. REFERRED CASES

1. Please attach a copy, if readily available to you, of the referral order.
2. A summary of the claims asserted in the complaint or any other pleading.
3. A statement of the relief sought in the particular pleading, including an itemization of damages.
4. Whether any legal memoranda have been submitted (or will be submitted) on the matters referred by the District Court.
5. Whether the parties have considered consenting to the jurisdiction of the magistrate judge.
6. Whether there have been any settlement discussions, and if so, please detail their status. At least 10 days prior to the Initial Status Conference, the plaintiff shall submit an itemization of damages and a written settlement demand to the defendant. At least 4 days prior to the Initial Status Conference, defendant is to respond in writing to the demand.
7. In referral cases, list the names of both the District Judge and the Magistrate Judge in the caption and circle the name of the judge for whom the filing is intended.

Dated: May 12, 2005

Jeffrey Cole
United States Magistrate Judge