



**MAGISTRATE JUDGE MICHAEL T. MASON**  
**219 South Dearborn Street**  
**Chicago, IL 60604**

**Courtroom 2266**

**Chambers 2270**

**Web Site: <http://www.ilnd.uscourts.gov>**

**Telephone: (312) 435-5610**

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**Courtroom Deputy - Rosa Franco**

**Room 2260**

**(312) 435-6051**

**STANDING ORDER FOR INITIAL STATUS REPORT**  
**FOR CASES BEFORE JUDGE MASON**

Judge Mason has set a date for an initial status hearing before him in Courtroom 2266. A status date has been set in the attached minute order. In order to make the status hearing as productive as possible, the Court directs the parties to file, at least three business days before the status hearing, a joint status report, not to exceed four pages, with the clerk's office and deliver a courtesy copy to Chambers, room 2270, which shall contain the following information:

**CONSENT CASES:**

1. A brief summary of the claims asserted in the complaint and any counterclaim or third party complaint. A courtesy copy of the current complaint, answer, counterclaim, etc., should be delivered to Chambers with the status report.
2. A brief statement of the relief sought, including an itemization of damages.
3. The status of any pending motions.
4. Any current dates for discovery cut-off, pretrial order or trial. If none have been set, a proposed discovery cut-off date and the earliest date the parties will be available for trial.
5. Whether discovery will include electronically stored information ("ESI") and, if applicable, a brief description of the parties' agreement regarding ESI, including the form(s) of production.
6. A description of the discovery that has been completed, including the specific number of depositions that have been taken, and a description of the future discovery that is contemplated.
7. Whether a jury has been demanded.
8. The status of settlement discussions, if any.

9. In order to avoid confusion and delay, list the name of the magistrate judge (consent) and **do not** list the name of the district judge in the caption in consent cases.

#### **REFERRAL CASES:**

1. A brief summary of the claims asserted in the complaint and any counterclaim or third party complaint.
2. A brief statement of the relief sought, including an itemization of damages.
3. A brief description of the matter referred to the magistrate judge or alternatively, attach a copy of the referral order.
4. The status of any briefing on the matters referred.
5. If the case has been referred for discovery matters, a description of the discovery that has been completed and the future discovery contemplated, including identifying: (a) the depositions that have been taken; (b) the depositions that have been scheduled and the dates set; (c) whether discovery includes electronically stored information (“ESI”) and, if applicable, a brief description of the parties’ agreement regarding ESI, including the form(s) of production; and (d) any other discovery contemplated.
6. Any dates or deadlines established by the district judge for discovery cut-off, submission of pretrial order or trial. If none have been set, a proposed fact discovery cut-off date and whether or not the parties anticipate the need for an expert discovery schedule, which will be set at a later date.
7. The status of settlement negotiations, if any.
8. In referral cases, list both the district judge and the magistrate judge in the caption and circle the name of the judge for whom the filing is intended. This applies to all future filings.

Consistent with the scope of the consent or referral, the Court will set discovery schedules, briefing schedules, and other deadlines and timetables at the initial status conference. Therefore, 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 all aspects of the case. If the principal attorney’s office is outside the Northern District of Illinois, that attorney may make arrangements via the courtroom deputy to be present by telephone, but local counsel must be personally present.

**ENTER:**

  
**MICHAEL T. MASON**  
**United States Magistrate Judge**

**Revised: January 10, 2017**