

## INSTRUCTIONS FOR INITIAL STATUS REPORT

This case has been assigned to the calendar of Judge James B. Zagel. Counsel are to confer, prepare and file an Initial Status Report at least three working days prior to their initial status hearing. **A courtesy copy of the status report must be delivered to chambers – Room 2588.** If Defendant's counsel has not filed an appearance, the Initial Status Report should be prepared by Plaintiff's counsel. The Initial Status Report should not exceed three pages in length and should set forth the following information:

A. Nature of the Case

- Bases for jurisdiction, nature of the claims and counterclaims.
- Relief sought by Plaintiff, including computation of claimed damages, if available.
- Names of any parties that have not been served.
- Major legal issues.
- Major factual issues.

B. Preparation of Draft Scheduling Order

- Outline of the scheduling order required by Fed. R. Civ. P. 16(b).

C. Pending Motions and Case Plan

- Identify all pending motions.
- Submit a proposal for a discovery plan, including the following information:
  - The type of discovery needed;
  - A date for Rule 26(a)(1) disclosures;
  - A fact discovery completion date;
  - An expert discovery completion date, including dates for the delivery of expert reports; and
  - A date for the filing of dispositive motions.
- Indicate whether a jury is requested, the probable length of trial, and the earliest possible date when the case will be ready for trial.

D. Proceeding Before a Magistrate Judge

- Identify whether or not the parties will consent to proceed before a Magistrate Judge for all proceedings including trial, or whether parties request a referral for settlement or discovery proceedings.

E. Settlement Status

- Identify whether or not settlement discussions have been held and the status of those discussions, if any.

In addition, the Court directs that the principal trial attorney of record for each party appear in person at the initial status hearing.