

Form LR16.1.2. Form of Pretrial Memorandum for Use in Personal Injury Cases

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS**

_____ **DIVISION**

v.) Civil Action No.
)
) Judge [*Insert name of assigned judge*]
)
)
) Plaintiff requests \$ _____
)
) Defendant offers \$ _____

PRETRIAL MEMORANDUM

Plaintiff's Name: _____
Age: _____
Occupation: _____
Marital status: _____

Attorney for plaintiff [*indicate name and phone number of trial attorney*]:

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Attorney for defendant [*indicate name and phone number of trial attorney*]:

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Summary of injuries [*note especially any permanent pathology*]:

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—
Date, hour, and place of occurrence:

—
Attending physicians:

—
Hospitals:

—
Place of employment:

—

Part A. Compensatory Damages [*Parts A & B are to be completed by plaintiff's counsel.*]

1. Liquidated Damages:

(a) Medical fees \$ _____

(b) Hospital bills \$ _____

(c) Loss of income \$ _____

(d) Miscellaneous expenses \$ _____

TOTAL \$ _____

2. What is the total amount of compensatory damages claimed in this action? \$ _____

Part B. Punitive Damages

a. Does the plaintiff claim punitive damages?
Yes No If yes, how much? \$ _____

Brief Statement of Circumstances of Occurrence:

Plaintiff's view:

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Defendant's view:

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[At the direction of the court the parties are to attach to this memorandum any medical reports or other materials useful for discussion at the pretrial conference.]