

## **Report of Parties' Planning Meeting**

### **[Caption and Name of Parties]**

1.     **Meeting.** Pursuant to FED. R. CIV. P. 26(f), a meeting was held on (date) at (place) and was attended by :
  
2.     **Pretrial Schedule.** The parties jointly propose to the court the following discovery plan: [Use separate paragraphs or subparagraphs as necessary if parties disagree.]  
  
Plaintiff(s) to amend pleadings by (date).  
Plaintiff(s) to add any additional parties by (date).  
Defendant(s) to amend pleadings by (date).  
Defendant(s) to add any additional parties by (date).  
  
3.     **Discovery.** Discovery will be needed on the following subjects: (brief description of subjects on which discovery will be needed).
  - (a)     Disclosures pursuant to Pursuant to FED. R. CIV. 26(a)(1) to be made by (date).  
Fact discovery to be commenced in time to be completed by (date).
  - (b)     The parties expect they will need approximately (#) depositions.
  - (c)     Reports from retained experts under Rule 26(a)(2) due:  
  
Date for plaintiff to comply with FRCP(26)(a)(2):  
Date for defendant to comply with FRCP(26)(a)(2):  
All expert discovery to be completed by (date).
  - (d)     All potentially dispositive motions should be filed by (date).  
  
[Note: The court will not consider a summary judgment motion until the parties have first discussed settlement. Any motion for summary judgment must be accompanied by a statement signed by lead counsel for both parties certifying that they have engaged in good faith settlement efforts.]
  - (e)     Final pretrial order: Plaintiff to prepare proposed draft by (date); parties to file joint final pretrial order by (date).
  - (f)     The case should be ready for trial by (date) and at this time is expected to take approximately (length of time).
  
4.     **Settlement.** At least 14 days prior to the Rule 16(b) scheduling conference, plaintiff(s) is directed to make a written settlement demand to the defendant(s). At least 7 days prior

to the scheduling conference defendant(s) is to respond in writing to the plaintiff(s) settlement demand.

5. **Consent.** Parties (do) (do not) consent unanimously to jurisdiction by the assigned Magistrate Judge.

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

/signed by all counsel