



MAGISTRATE JUDGE JEFFREY T. GILBERT
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**STANDING ORDER FOR INITIAL STATUS REPORT
FOR CASES BEFORE MAGISTRATE JUDGE GILBERT**

This case has been assigned to Magistrate Judge Gilbert. Judge Gilbert may set discovery schedules, briefing schedules, and other deadlines at the initial status hearing as appropriate for each case. Therefore, the attorney for each party with principal responsibility for the case shall be personally present and prepared to discuss all aspects of the case. If the principal attorney's office is outside the Northern District of Illinois, that attorney may seek leave to be present by telephone, but local counsel must be present in person.

In order to make the initial status hearing as productive as possible, the parties are required to file a joint¹ status report, not to exceed five pages, with the Clerk of the Court, and deliver a courtesy copy to Judge Gilbert's Chambers (Room 1366) **at least three business days** before the initial status hearing unless otherwise ordered by the Court.

Counsel are encouraged to meet in person or by telephone to discuss the joint status report. Trading dueling draft reports without any other communication is discouraged.

¹ Joint reports are strongly encouraged. If the parties cannot agree to a joint report, however, they may file separate reports.

A joint status report is not required in cases that are referred *solely* for a settlement conference, unless otherwise specifically ordered by the Court. For cases referred *solely* for settlement, see Judge Gilbert's Standing Order for Settlement Conference. A settlement conference date and dates for the exchange of pre-settlement conference letters will be set at the Initial Status Hearing in these cases.

The joint status report 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.
2. If an answer has been filed, a recap of any admissions contained in the answer and, whether or not an answer has been filed, a brief summary of any affirmative defenses raised or likely to be raised to the claims alleged.
3. A brief statement of the relief sought, including an itemization of damages.
4. The status of any pending motions, including whether any such motions are fully briefed and any existing briefing schedules.
5. A description of the discovery that has been completed or that is outstanding.
6. Any existing discovery cut-off, pre-trial order or trial dates.
7. If no discovery schedule has yet been set, then the parties should confer in accordance with Rule 26(f) of the Federal Rules of Civil Procedure and jointly submit a proposed discovery schedule that contains at least the following information:
 - a. The parties will exchange the information required by Rule 26(a)(1) by date _____ if they have not done so already.
 - b. All non-expert fact discovery will be completed by date _____.
 - c. Reports from retained experts under Rule 26(a)(2), if any, are due as follows:
 - i. from plaintiff(s) date _____.
 - ii. from defendant(s) date _____.
 - d. All expert depositions to be completed by date _____.The parties' submission also should, as necessary, state the parties' views and proposals with respect to the matter set forth in Rule 26(f)(3)(A) through (F).
8. Whether the parties anticipate discovery of Electronically Stored Information in this case, and, if so, what agreements have been reached regarding ESI and whether there are any areas of disagreement regarding ESI.

9. The earliest date the parties will be ready and available for trial and whether a jury has been demanded.
10. Whether the parties have discussed settlement and the status of any settlement discussions or negotiations, whether or not they are ongoing. If no settlement discussions have taken place, state why that is so, and what needs to occur before settlement discussions would be appropriate and potentially fruitful (i.e., ruling(s) on pending motion(s), completion of particular discovery, focused damages discovery or analysis, etc.).

REFERRAL CASES:

1. A brief summary of the claims asserted in the complaint and any counterclaim or third party complaint.
2. If an answer has been filed, a recap of any admissions contained in the answer and, whether or not an answer has been filed, a brief summary of any affirmative defenses raised or likely to be raised to the claims alleged.
3. A brief statement of the relief sought, including an itemization of damages.
4. A description of the matter referred to the magistrate judge for ruling or a report and recommendation as described in the referral order.
5. The status of any briefing on the matter(s) referred, whether the matter is fully briefed and the briefing schedule for any motion not fully briefed.
6. A description of any discovery that has been completed or that is outstanding.
7. Any existing discovery cut-off, pre-trial order, or trial dates.
8. If the case has been referred for management of discovery, including setting a discovery schedule, and no discovery schedule has yet been set, then the parties should confer in accordance with Rule 26(f) of the Federal Rules of Civil Procedure and jointly submit a proposed discovery schedule that contains at least the following information:
 - a. The parties will exchange the information required by Rule 26(a)(1) by date _____ if they have not done so already.
 - b. All non-expert fact discovery will be completed by date _____.
 - c. Reports from retained experts under Rule 26(a)(2), if any, are due as follows:
 - i. from plaintiff(s) date _____.
 - ii. from defendant(s) date _____.
 - d. All expert depositions to be completed by date _____.

The parties' submission also should, as necessary, state the parties' views and proposals with respect to the matter set forth in Rule 26(f)(3)(A) through (F).

9. Whether the parties anticipate or are engaged in discovery of Electronically Stored Information in this case, and, if so, what agreements have been reached regarding ESI and whether there are any areas of disagreement regarding ESI that are relevant to any matter referred to the magistrate judge.
10. Whether all parties will consent to have Judge Gilbert conduct all further proceedings in this case, including trial and entry of final judgment, in accordance with 28 U.S.C. § 636(c) and Federal Rule of Civil Procedure 73. **Note: if all parties do not consent**, then please state simply that not all parties consent pursuant to 28 U.S.C. § 636(c); do not identify any particular party by name, whether that party consents or not, in a mixed-consent situation. *See* Federal Rule of Civil Procedure 73(b)(1).
11. Whether the parties have discussed settlement and the status of any settlement discussions or negotiations, whether or not they are ongoing. If no settlement discussions have taken place, state why that is so, and what needs to occur before settlement discussions would be appropriate and potentially fruitful (i.e., ruling on pending motions, completion of particular discovery, focused damages discovery or analysis, etc.).

**ENTER:
JEFFREY T. GILBERT
United States Magistrate Judge**

Revised: June 24, 2014