**UNITED STATES DISTRICT COURT**

**NORTHERN DISTRICT OF ALABAMA**

**\_\_\_\_\_\_ DIVISION**

**[Name(s) of plaintiff(s)] )**

**)**

**Plaintiff(s), )**

**)**

**v. ) Civil Action No. \_\_\_**

**)**

**[Name(s) of defendant(s)] )**

**)**

**Defendant(s). )**

**REPORT OF THE PARTIES’ PLANNING MEETING**

1. The following persons participated in a Federal Rule of Civil Procedure 26(f) conference on <Date> by <State the method of conferring>:

<Name>, representing the <plaintiff(s)>

<Name>, representing the <defendant(s)>

1. Initial Disclosures. The parties [have completed] [will complete by <Date>] the initial disclosures required by Rule 26(a)(1).
2. Discovery Plan. The parties propose this discovery plan:

<Use separate paragraphs or subparagraphs if the parties disagree.>

* 1. Discovery will be needed on these subjects: <Describe>.
  2. <Dates for commencing and completing discovery, including discovery to be commenced or completed before other discovery.>
  3. <Maximum number of interrogatories by each party to another party, along with the dates the answers are due.>
  4. <Maximum number of requests for admission, along with the dates responses are due.>
  5. <Maximum number of depositions by each party.>
  6. <Limits on the length of depositions, in hours.>
  7. <Dates for exchanging reports of expert witnesses.>
  8. <Dates for supplementations under Rule 26(e).>

1. Other Items:
   1. <A date if the parties ask to meet with the court before a scheduling order.>
2. <Requested dates for pretrial conferences.>
3. <Final dates for the plaintiff to amend pleadings or to join parties.>
4. <Final dates for the defendant to amend pleadings or to join parties.>
5. <Final dates to file dispositive motions.>
6. <State the prospects for settlement.>
7. <Identify any alternative dispute resolution procedure that may enhance settlement prospects.>
8. <Final dates for submitting Rule 26(a)(3) witness lists, designations of witnesses whose testimony will be presented by deposition, and exhibit lists.>
9. <Final dates to file objections under Rule 26(a)(3).>
10. <Suggested trial date and estimate of trial length.>
11. <Other matters.>

Date: <Date> <Signature of the attorney or unrepresented party>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Printed name>

<Address>

<E-mail address>

<Telephone number>

Date: <Date> <Signature of the attorney or unrepresented party>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Printed name>

<Address>

<E-mail address>

<Telephone number>