

UNITED STATES DISTRICT COURT

for the

<\_\_\_\_\_> DISTRICT OF <\_\_\_\_\_>

<Name(s) of plaintiff(s)>,

)

)

Plaintiff(s)

)

)

v.

)

Civil Action No. <Number>

<Name(s) of defendant(s)>,

)

)

Defendant(s)

)

)

REPORT OF THE PARTIES' PLANNING MEETING

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

<Name>, representing the <plaintiff>

<Name>, representing the <defendant>

- 2. Initial Disclosures. The parties [have completed] [will complete by <Date>] the initial disclosures required by Rule 26(a)(1).

- 3. Discovery Plan. The parties propose this discovery plan:

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

(a) Discovery will be needed on these subjects: <Describe>.

(b) <Dates for commencing and completing discovery, including discovery to be commenced or completed before other discovery.>

(c) <Maximum number of interrogatories by each party to another party, along with the dates the answers are due.>

(d) <Maximum number of requests for admission, along with the dates responses are due.>

(e) <Maximum number of depositions by each party.>

(f) <Limits on the length of depositions, in hours.>

(g) <Dates for exchanging reports of expert witnesses.>

(h) <Dates for supplementations under Rule 26(e).>

- 4. Other Items:

(a) <A date if the parties ask to meet with the court before a scheduling order.>

- (b) <Requested dates for pretrial conferences.>
- (c) <Final dates for the plaintiff to amend pleadings or to join parties.>
- (d) <Final dates for the defendant to amend pleadings or to join parties.>
- (e) <Final dates to file dispositive motions.>
- (f) <State the prospects for settlement.>
- (g) <Identify any alternative dispute resolution procedure that may enhance settlement prospects.>
- (h) <Final dates for submitting Rule 26(a)(3) witness lists, designations of witnesses whose testimony will be presented by deposition, and exhibit lists.>
- (i) <Final dates to file objections under Rule 26(a)(3).>
- (j) <Suggested trial date and estimate of trial length.>
- (k) <Other matters.>

Date: <Date>

<Signature of the attorney or unrepresented party>

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<Printed name>  
<Address>  
<E-mail address>  
<Telephone number>

Date: <Date>

<Signature of the attorney or unrepresented party>

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<Printed name>  
<Address>  
<E-mail address>  
<Telephone number>