[Caption and Names of Parties]

Report of Parties' Planning Meeting

 1. Pursuant to Fed. R. Civ. P. 26(f), a meeting was held on \_\_\_(*date*)\_\_\_ at \_\_\_\_\_\_\_\_(*place*)\_\_\_\_\_\_\_\_\_ and was attended by:

 \_\_\_\_\_\_\_\_\_\_(*name*)\_\_\_\_\_\_\_\_\_\_ on behalf of plaintiff(s)

 \_\_\_\_\_\_\_\_\_\_(*name*)\_\_\_\_\_\_\_\_\_\_ on behalf of defendant(s) \_\_\_\_\_\_\_\_\_\_\_(*party name*)\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_(*name*)\_\_\_\_\_\_\_\_\_\_ on behalf of defendant(s) \_\_\_\_\_\_\_\_\_\_\_(*party name*)\_\_\_\_\_\_\_\_\_\_\_

 2. Pre-Discovery Disclosures. The parties [have exchanged] [will exchange by\_\_\_\_(*date*)\_\_\_\_] the information required by Local Rule 26.1(a)(1).

 3. Discovery Plan. The parties jointly propose to the court the following discovery plan: [*Omit unnecessary items; use separate paragraphs or subparagraphs as necessary if parties disagree.*]

 Discovery will be needed on the following subjects: (*brief description of general subjects on which discovery will be needed)\_*.

 All discovery commenced in time to be completed by \_\_\_\_(*date*)\_\_\_\_. [Discovery on \_\_(issue for early *discovery*)\_\_ to be completed by \_\_\_\_(*date*)\_\_\_\_.]

 Maximum of \_\_ interrogatories by each party to any other party. [Responses due \_\_ days after service.]

 Maximum of \_\_ requests for admission by each party to any other party. [Responses due \_\_ days after service.]

 Maximum of \_\_ depositions by plaintiff(s) and \_\_ by defendant(s).

 Reports from retained experts under Rule 26(a)(2) due:

 from plaintiff(s) by \_\_\_\_(*date*)\_\_\_\_;

 from defendant(s) by \_\_\_\_(*date*)\_\_\_\_.

 Supplementations under Rule 26(e) due \_\_\_\_[*date or interval(s)*]\_\_\_\_.

 4. Other Items. [*Omit unnecessary items; use separate paragraphs or subparagraphs as necessary if parties disagree.*]

 The parties [request] [do not request] a conference with the court before entry of the scheduling order.

 Plaintiff(s) should be allowed until \_(*date*)\_ to join additional parties and until \_(*date*)\_ to amend the pleadings.

 Defendant(s) should be allowed until \_(*date*)\_ to join additional parties and until \_(*date*)\_ to amend the pleadings.

 All potentially dispositive motions should be filed by \_(*date*)\_.

 Settlement [is likely] [is unlikely] [cannot be realistically evaluated prior to \_(*date*)\_] [may be enhanced by use of the following alternative dispute resolution procedure: \_\_\_(*ADR track or procedure*)\_\_\_.

 The parties [request a final pretrial conference in \_\_(*month and year*)\_\_] [do not request a final pretrial conference].

 Final lists of trial evidence under Rule 26(a)(3) should be due:

 from plaintiff(s): witnesses by \_\_\_(*date*)\_\_\_; exhibits by \_\_\_(*date*)\_\_\_

 from defendant(s): witnesses by \_\_\_(*date*)\_\_\_; exhibits by \_\_\_(*date*)\_\_\_

 Parties should have \_\_ days after service of final lists of trial evidence to list objections under Rule 26(a)(3).

 The case should be ready for trial by \_\_\_(*date*)\_\_\_ [and at this time is expected to take approximately

 \_\_\_(*length of expected time for trial*)\_\_\_].

 [*Other matters.*]

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