[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: _____