

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ALABAMA

[Caption and Names of Parties]

v.

Case No. _____

REPORT OF PARTIES PLANNING MEETING

Pursuant to Fed.R.Civ.P. 26(f), a meeting was held on _____ at _____ and was attended by:

(date)

(place)

_____ for plaintiff(s) _____

(names)

(party name)

_____ for defendant(s) _____

(names)

(party name)

The parties ____request, ____do not request a conference with the court before entry of the scheduling order.

1. This ____jury, ____ non-jury action should be ready for trial by _____ and at this time is expected to take approximately _____.

(length of time in days excluding jury selection)

2. The parties request a pretrial conference in _____.

(month and year)

3. Discovery Plan. The parties jointly propose to the court the following discovery plan: (Use separate paragraphs or subparagraphs as necessary if parties disagree.)

Discovery will be needed on the following subjects: (brief description of 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)

4. Initial Disclosures: The parties _____ have exchanged, _____ will exchange by _____ the information required by Fed.R.Civ.P. 26(a)(1).

5. The parties should be allowed until _____ to join additional parties and amend the pleadings.

6. Reports from retained experts under Rule 26(a)(2) due:
from plaintiff(s) by _____.
from defendant(s) by _____.

7. Pretrial Disclosures. Final lists of witnesses and exhibits under Rule 26(a)(3) should be due by _____.

8. Discovery Limits.

Maximum of _____ interrogatories by each party to any other party. Responses due _____ days after service.

Maximum of _____ depositions by plaintiff(s) and _____ by defendant(s). Each deposition limited to maximum of _____ hours unless extended by agreement of parties.

Maximum of _____ requests for admission by each party to any other party. Responses due _____ days after service.

Maximum of _____ requests for production of documents by each party to any other party. Responses due _____ days after service.

9. All potentially dispositive motions should be filed by _____.

10. Settlement

_____ is likely,

_____ is unlikely

_____ cannot be evaluated prior to _____

_____ may be enhanced by use of the following alternative dispute resolution procedure:

11. Other matters:

Date: _____

Signatures: _____

