

APPENDIX OF FORMS, CIVIL

Civil Form 1, Civil Case Management Deadlines

This chart is meant merely as a summary. Local and Federal Rules and orders in individual cases are controlling. Certain cases are exempt from certain provisions of the Local Rules, e.g., 16.1 exempts administrative track cases. **NOT INCLUDED:** SSA cases, IDEA cases, class action settlements, bankruptcy proceedings, cases referred from Rhode Island, removal actions.

**Civil Case Management Deadlines
Amended Through January 1, 2003**

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Conference of parties to develop discovery plan.	Fed. R. Civ. P. 26(f)	At least 21 days before the preliminary pretrial conference
Discovery commences except in cases specified in Fed. R. Civ. P. 26(a)(1)(E).	Fed. R. Civ. P. 26(d)	After Fed. R. Civ. P. 26(f) conference
Discovery plan filed.	Fed. R. Civ. P. 26(f)	14 days after Fed. R. Civ. P. 26(f) conference
Court ADR/Mediation - notice to the court of the date by which mediation will occur.	LR 53.1(c)(1)	Included in scheduling order
Preliminary pretrial conference.	LR 16.1	Set by clerk's notice
Scheduling order issued.	Fed. R. Civ. P. 16(b)	
Amended pleadings filed.	Fed. R. Civ. P. 16(b)	Set by scheduling order
Additional parties joined.	Fed. R. Civ. P. 16(b)	Set by scheduling order
Expert materials disclosed.	Fed. R. Civ. P. 16(b)	Set by scheduling order (if no order then 30 days prior to trial as required by Fed. R. Civ. P. 26(a)(3))
Dispositive motions filed.	Fed. R. Civ. P. 16(b)	Set by scheduling order
Discovery completed.	Fed. R. Civ. P. 16(b)	Set by scheduling order

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Motion for attendance of witness by pro se and in forma pauperis parties.	LR 45.2	20 days before trial (or hearing or deposition)
Pretrial statements, requests for jury instructions, trial memoranda, requests for findings of fact and rulings of law, motions in limine, and voir dire requests filed.	Fed. R. Civ. P. 26(a)(3) and LR 16.2	Set by clerk's notice of trial assignment (30 days before trial)
Challenges to expert testimony.	Fed. R. Civ. P. 16(b)	Set by scheduling order
Objections to pretrial disclosures and to exhibits, motions in limine, jury instructions, findings of fact, and rulings of law filed.	Fed. R. Civ. P. 26(a)(3) and LR 16.2(d)	Set by clerk's notice of trial assignment (14 days after service of pretrial statements)
Final pretrial conference held.	LR 16.3(a)	Set by clerk's notice of trial assignment (approximately 10 calendar days prior to trial)
Exhibits and exhibit lists filed.	LR 83.13	Set by clerk's notice of trial assignment (approximately 7 calendar days before trial)
Trial.	LR 40.1	Set by clerk's notice of trial assignment (in accordance with track assigned per LR 40.1)

Other Civil Case Deadlines

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Filing fee paid or motion to proceed in forma pauperis filed.	LR 4.4	Simultaneous with filing of complaint
Objections to motions other than motions in limine filed with final pretrial statements and motions for summary judgment.	LR 7.1(b)	10 days after motion is served
Objections to summary judgment motions.	LR 7.1(b)	30 days after motion is served

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Reply memorandum.	LR 7.1(e)(1)	Dispositive motion: Notice of intent within 3 days of service of objection or opposition; memorandum within 10 days of the service of an objection or opposition.
Motion to file reply memorandum.	LR 7.1(e)(2)	Nondispositive motion: no later than 10 days of the service of an objection or opposition
Motion to file surreply.	LR 7.1(e)(3)	Within 10 days of service of reply
Motion to strike.	LR 7.2(c)	Within 10 days of the service of motion or objection
Motion to continue based on scheduling conflict filed.	LR 7.2(a)	7 days after learning of scheduling conflict
Motion to reconsider other than a motion under Fed. R. Civ. P. 59 or 60.	LR 7.2(e)	10 days after order issued
Written statement or dispositive motion.	LR 7.4	Within 60 days of serving answer to petition to habeas corpus
Disclosure statement.	LR 7.5	If corporation or partnership, with first appearance or filing
Production of discovery required by court ruling on motion to compel.	LR 37.1(b)	10 days after order issued
Signed agreement for entry of judgment or stipulation of dismissal filed.	LR 41.1	30 days after court notified of settlement
Notice to opposing counsel that counsel will be called as a witness at trial.	LR 45.5	30 days before trial
Jury costs may be assessed if case settles later than 3 p.m. on the last business day prior to the scheduled trial date.	LR 54.2	1 day before trial
Bill of costs filed. Objections due 10 days after service.	LR 54.1	20 days after expiration of appeal period or issuance of appellate court mandate
Plaintiff(s) entitled to request execution of judgment.	LR 69.1	10 days after judgment
Objection to initial case assignment to magistrate judge.	LR 73.1(b)	20 days after receipt of notice of initial assignment

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Parties request court reporter if proceeding is not covered by LR 80.1.	LR 80.1	2 days prior to hearing

(Added 1/1/97; amended 1/1/00, 1/1/01, 1/1/02, 1/1/03)