

INSTRUCTIONS FOR PREPARATION OF SCHEDULING ORDER

THERE ARE NO COURT-IMPOSED LIMITATIONS ON THE NUMBER OF PAGES OR WORDS IN ANY FILINGS MADE IN THIS CIVIL ACTION.

1. DATE OF CONFERENCE AND APPEARANCES OF COUNSEL

State the date of the conference and give the names, addresses, and telephone numbers of attending counsel for each party.

2. STATEMENT OF JURISDICTION

State the statutory basis for subject matter jurisdiction. If jurisdiction is contested, state the reason.

3. STATEMENT OF CLAIMS AND DEFENSES

Summarize the factual support for all claims and defenses of the parties.

4. STIPULATIONS OF FACTS

Stipulate the facts that are not disputed.

5. SUMMARY OF DAMAGES CLAIMED

Provide a description of each category of damages claimed with estimates of the amounts to be proven.

6. REPORT OF MEETING UNDER FED R. CIV. P. 26(f)

- a. Report the date of Rule 26(f) meeting.
- b. Names of each participant and party represented.
- c. Identify any disputes concerning disclosures.

- d. Statement as to whether the parties anticipate that their claims or defenses will involve extensive electronically stored information, or that a substantial amount of disclosure or discovery will involve information or records maintained in electronic form.
- e. Statement of any agreements for preservation and production of electronically stored information.
- f. Describe any agreements the parties have reached for asserting claims of privilege or of protection as trial-preparation materials after production of computer-generated records.

7. CASE PLAN AND SCHEDULE

- a. The filing of amended and supplemental pleadings will be made pursuant to Fed.R.Civ.P. 15.
- b. Discovery Cut-Off:
- c. Dispositive Motion Deadline:
- d. Opinion Witness Disclosures:
 - (1). State anticipated fields of opinion testimony under FRE 702, if any.
 - (2). State any limitations proposed on the use or number of opinion witnesses.
 - (3). The party bearing the burden of persuasion on the issues for which opinion is to be offered under FRE 702 shall designate the witness and provide opposing counsel with all information specified in Fed.R.Civ.P. 26(a)(2) on or before _____, 20____.
 - (4). The parties shall designate all contradicting opinion witnesses and provide opposing counsel with all information specified in Fed. R. Civ. P. 26(a)(2) on or before _____, 20____.
 - (5). Any rebuttal opinions will be exchanged on or before _____, 20____.
- e. Deposition Schedule:
 - (1). List the names and addresses of persons each party expects to depose

under Rule 30.

- (2). List the names and addresses of persons each party expects to depose by written interrogatories under Rule 31.
 - (3). State any disputes regarding the number of depositions and length of depositions.
 - (4). State any limitations which any party proposes on number of requests for production of documents and/or requests for admissions.
- f. Schedule for written interrogatories and responses.
 - g. Schedule for Request for Production under Rule 34.
 - h. Schedule for Requests for Admissions under Rule 36.
 - i. Other Planning or Discovery Orders:

[Set forth any other proposed orders concerning scheduling or discovery.]

8. SCHEDULING ISSUES

A statement of those discovery or scheduling issues, if any, on which counsel, after a good faith effort, were unable to reach an agreement.

9. TRIAL DATE AND LENGTH OF TRIAL WILL BE SET AT THE PRE-TRIAL CONFERENCE TO BE SCHEDULED AFTER COMPLETION OF DISCOVERY.

10. AMENDMENTS TO SCHEDULING ORDER

Include a statement that the Scheduling Order may be altered or amended only upon a showing of good cause.
