THE UNITED STATES DISTRICT COURT

FOR THE EASTERN DISTRICT OF NORTH CAROLINA

<Specify Division> DIVISION

No. <Number>

|  |  |  |
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| <Name(s) of plaintiff(s)>,  Plaintiff(s) v.<Name(s) of defendant(s)>, Defendant(s) | )))))))))) | **REPORT OF THE PARTIES’ PLANNING MEETING**Fed. R. Civ. P. 26(f) |

**REPORT OF THE PARTIES’ PLANNING MEETING**

1. The following persons participated in a Rule 26(f) conference on <Date> by <State the method of conferring>:

 <Name>, representing the <plaintiff>

<Name>, representing the <defendant>

2. Initial Disclosures. The parties [have completed] [will complete by <Date>] the initial disclosures required by Rule 26(a)(1).

3. Discovery Plan. The parties propose this discovery plan:

 <Use separate paragraphs or subparagraphs if the parties disagree.>

 (a) Discovery will be needed on these subjects: <Describe>.

 (b) <Dates for commencing and completing discovery, including discovery to be commenced or completed before other discovery.>

 (c) <Maximum number of interrogatories by each party to another party, along with the dates the answers are due.>

 (d) <Maximum number of requests for admission, along with the dates responses are due.>

 (e) <Maximum number of depositions by each party.>

 (f) <Limits on the length of depositions, in hours.>

 (g) <Dates for exchanging reports of expert witnesses.>

 (h) <Dates for supplementations under Rule 26(e).>

 (i) <Any issues about disclosure, discovery, or preservation of electronically stored information, including the form or forms in which it should be produced.>

 (j) <Any issues about claims of privilege or of protection as trial-preparation materials, including—if the parties agree on a procedure to assert these claims after production—whether to ask the court to include their agreement in an order under Federal Rule of Evidence 502.>

4. Other Items:

 (a) <A date if the parties ask to meet with the court before a scheduling order.>

 (b) <Requested dates for pretrial conferences.>

 (c) <Final dates for the plaintiff to amend pleadings or to join parties.>

 (d) <Final dates for the defendant to amend pleadings or to join parties.>

 (e) <Final dates to file dispositive motions.>

 (f) <State the prospects for settlement.>

 (g) <Identify any alternative dispute resolution procedure that may enhance settlement prospects and the timing of such procedure.>

 (h) <Final dates for submitting Rule 26(a)(3) witness lists, designations of witnesses whose testimony will be presented by deposition, and exhibit lists.>

 (i) <Final dates to file objections under Rule 26(a)(3).>

 (j) <Suggested trial date and estimate of trial length.>

 (k) <Other matters.>

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| Date: <Date> | <Signature of the attorney or unrepresented party>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<Printed name><Address><E-mail address><Telephone number> |

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| --- | --- |
| Date: <Date> | <Signature of the attorney or unrepresented party>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<Printed name><Address><E-mail address><Telephone number> |