THE UNITED STATES DISTRICT COURT

FOR THE EASTERN DISTRICT OF NORTH CAROLINA

<Specify Division> DIVISION

No. <Number>

|  |  |  |
| --- | --- | --- |
| <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> |