UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT OF WEST VIRGINIA

AT **SELECT ONE:**

V.

REPORT OF PARTIES' PLANNING MEETING
CASE NUMBER

Guideline for parties and attorneys:
The parties are advised to use the *Worksheet for Report of Parties Planning Meeting* (Form USDC/ATTY-004 located on the Court's website at www.wvsd.uscourts.gov) and the suggested guidelines contained in the form's comments.

1. Pursuant to Fed.R.Civ.P. 26(f), a meeting was held on _____. Those participating were:

_____ for plaintiff(s)

_____ for defendant(s) _____

_____ for defendant(s) _____

_____ for defendant(s) _____

2. Pre-Discovery Disclosures. The parties will exchange by _____ the information required by Fed.R.Civ.P. 26(a)(1).

3. Plaintiff(s) should be allowed until _____ to join additional parties and until _____ to amend the pleadings. Defendant(s) should be allowed until _____ to join additional parties and until _____ to amend the pleadings.

4. 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:

This action Select: suitable for designation as a complex case requiring special case management procedures and additional pretrial conferences. If the parties and attorneys believe that the case is complex, the basis for that belief is:

The last date to serve discovery requests is _____. The last date on which to take a discovery deposition is 45 days after the last date to serve discovery requests. The last date on which to take a discovery deposition is known as the "discovery completion date." [Discovery on _____ to be completed by _____.]

The parties Select: adopt the discovery limits set forth in the Federal Rules of Civil Procedure. If the parties and attorneys believe that more discovery is needed, the basis for that belief is:

Reports from retained experts under Rule 26(a)(2) due:

By the party with the burden of proof on an issue: _____,

By the party not bearing the burden of proof on an issue: _____, and

Expert witness disclosures intended solely to contradict or rebut evidence on the same issue identified by another party: _____.

5. Magistrate judges will resolve discovery disputes. The parties Select: to have a United States magistrate judge conduct any and all further proceedings in the case, including trial, and order the entry of a final judgment.

6. Mediation shall take place on or before _____.

7. Potential dispositive motions shall be filed by _____, with responses and replies filed according to the Local Rules.

8. The parties request a pretrial conference in _____.

The plaintiff(s) shall submit a proposed pretrial order to defendant(s) on or before _____.

The defendant(s) shall compile a proposed integrated pretrial order and submit it to chambers of the presiding judicial officer on or before _____.

9. Final lists of witnesses and exhibits under Rule 26(a)(s):

Due from plaintiff(s) _____

Due from defendants(s) _____.

Objections to the final lists of witnesses and exhibits under Rule 26(a)(3) are due _____.

10. Where applicable, proposed jury instruction shall be exchanged and transmitted to chambers of the presiding judicial officer in WordPerfect format on or before _____.

11. Where applicable, proposed findings of fact and conclusions of law shall be exchanged and transmitted to chambers of the presiding judicial officer in WordPerfect format on or before _____.

12. A final settlement conference will take place on _____.

13. The case should be ready for trial by _____, and at this time is expected to take approximately _____ days.

The parties Select: a conference with the court before entry of the scheduling order.

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