Pretrial Conferences

1. **Initial Scheduling Order**

   After the answer to the complaint is filed, the Court will issue a notice requiring the parties to submit-but not file-a short statement of the case. The statement must summarize the factual background and legal basis for the action and outline proposed discovery. From that information, the Court will issue a scheduling order. If counsel have met pursuant to Fed. R. Civ. P. 26(f), the proposed discovery plan may be submitted in lieu of these statements, although the Court may require additional information. If the case poses unusual case management issues, the Court will hold a telephone or in-person conference.

2. **Settlement Conference**

   This conference is typically scheduled to occur before the close of discovery. All parties must attend the Settlement Conference with the trial attorneys. Both counsel and clients should be prepared for serious settlement discussions. Insurance representatives and other persons necessary to the resolution of the case must also attend unless excused in advance for explained reasons.

3. **Final Pretrial Conference**

   Trial procedures and final pretrial matters are discussed with the Court at this conference. Any pending motions in limine will be scheduled for hearing the same day as the conference to avoid delay on the first day of trial. This conference generally occurs two weeks before trial.

   A. In jury cases proposed voir dire and proposed joint jury instructions shall be submitted to chambers before the close of business one week before the Final Pretrial Conference. The proposed joint jury instructions should be submitted electronically via the CM/ECF Utilities, Proposed Order function.

   B. In non-jury cases proposed findings of fact, conclusions of law, and trial briefs shall be submitted to chambers electronically via the CM/ECF Utilities, Proposed Orders function before the close of business one week before the Final Pretrial Conference.

4. **Status Conference**

   The Court may schedule a status conference to facilitate the administration of a case when necessary. Counsel may, for good cause shown by letter, request a status conference at any time during the litigation. These are frequently conducted by conference call.