



CHAMBERS OF
ERIC I. LONG
MAGISTRATE JUDGE

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS**

338 U.S. COURTHOUSE
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April 9, 2018

M E M O R A N D U M

TO: Counsel Practicing in CD/IL (Urbana Division Only)

**FROM: Eric I. Long
U.S. Magistrate Judge**

RE: SUGGESTED FORM FOR PROPOSED DISCOVERY PLAN

Pursuant to this Court's standard order setting Rule 16 hearings, the parties are directed to conduct a meeting pursuant to Federal Rule of Civil Procedure 26(f) at least 21 days before the scheduling conference is held. The parties are directed to develop a proposed discovery plan which shall be submitted to the Court not less than seven (7) days prior to the scheduling conference.

We have had several inquiries about this Court's preference for the form in which proposed discovery plans are submitted. Therefore, we have prepared the following sample to guide attorneys in preparing their proposed plan for submission to the Court. It is not mandatory that the proposed plan be followed; the sample is offered only as a guide.

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS
Urbana Division**

)	
)	
Plaintiff,)	
v.)	Case No.
)	
)	
Defendant.)	

REPORT OF RULE 26(f) PLANNING MEETING

Plaintiff being represented by _____ and Defendant being represented by _____, counsel met on _____ for the purpose of formulating a proposed discovery calendar for consideration by the Court. The following are dates¹ upon which counsel have agreed.

1. Parties will exchange initial disclosures pursuant to FED. R. CIV. P. 26(a)(1) by _____.
2. The deadline for amendment of pleadings is _____.
3. The deadline for joining additional parties is _____.
4. Plaintiff shall disclose experts and provide expert reports by _____.
Plaintiff shall make any such experts available for deposition by _____.
5. Defendant shall disclose experts and provide expert reports by _____.
Defendant shall make any such experts available for deposition by _____.
6. Discovery shall be modified as follows:

(Use this space to add additional discovery limitations or deadlines.)
7. All discovery, including deposition of experts, is to be completed by _____.
8. The deadline for filing case dispositive motions shall be _____.

¹ See Section III of this Court's Rule 16 memo (also displayed on this website) for suggested time frames.

9. If applicable, insert here any provisions for disclosure or discovery or electronically stored information and/or any agreements the parties reach for asserting claims of privilege or of protection as trial preparation materials after production.

_____, Plaintiff

_____, Defendant

BY: _____
Attorney's Name, Firm, etc.

BY: _____
Attorney's Name, Firm, etc.

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing Rule 26(f) Meeting Report together with proposed order, with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following:

and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants:

s/ (attorney's typed names)
Attorney's Address Block