

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Judge's Name] or [Opposing Counsel Name]

[Court Name / Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name]

Case No.: [Case Number]

Subject: Pre-Trial Conference Status Update

Dear [Name],

Pursuant to the Court's order dated [Date], [Plaintiff/Defendant] hereby submits this Status Update in anticipation of the Pre-Trial Conference scheduled for [Hearing Date] at [Time].

1. Discovery Status:

[State whether discovery is complete, ongoing, or if any motions are pending.]

2. Settlement Discussions:

[Briefly state if parties have met for mediation or if settlement negotiations are currently active.]

3. Witness and Exhibit Lists:

[Confirm if lists have been exchanged or if there are objections to the current lists.]

4. Outstanding Issues:

[List any unresolved motions or procedural matters that need to be addressed at the conference.]

5. Estimated Trial Length:

[Provide the estimated number of days required for the trial.]

We look forward to discussing these matters further at the upcoming conference.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]