

DATE: [Insert Date]

TO: [Client Name/Contact Person]

[Client Company Name]

[Client Address]

FROM: [Attorney Name]

[Law Firm Name]

RE: Monthly Litigation Progress Report

Matter: [Case Name/Caption]

Court/Case No: [Court Name and Docket Number]

Reporting Period: [Month, Year]

1. CURRENT STATUS AND SUMMARY

[Provide a brief summary of the current posture of the case and overall outlook.]

2. ACTIVITIES COMPLETED THIS MONTH

- [Task: e.g., Filed Answer to Complaint]
- [Task: e.g., Served First Set of Interrogatories]
- [Task: e.g., Attended Status Conference with Judge]
- [Task: e.g., Completed Review of Document Production]

3. DISCOVERY AND MOTION STATUS

Discovery: [Describe status of document requests, depositions, and subpoenas.]

Pending Motions: [List motions filed or responded to and expected hearing dates.]

4. UPCOMING DEADLINES AND SCHEDULED EVENTS

Next 30 Days:

- [Date]: [Event/Deadline]
- [Date]: [Event/Deadline]

5. BUDGET AND LEGAL FEES

Fees Incurred This Period: \$[Amount]

Total Fees to Date: \$[Amount]

Budget Status: [Note if the case is on budget or if adjustments are needed.]

6. STRATEGY AND RECOMMENDATIONS

[Detail any changes in strategy, settlement evaluations, or specific actions required from the client.]

Please contact me if you have any questions regarding this report.

Sincerely,

[Signature]

[Attorney Name]