

Date: [Insert Date]

To: [Client Name/Representative]

Company: [Client Company Name]

Re: Monthly Litigation Progress Report - [Case Name/Matter Number]

1. Executive Summary

The following report summarizes the status and significant developments in the matter of [Case Name] for the period of [Month/Year].

2. Actions Taken During This Period

- [Description of filing, e.g., Filed Motion for Summary Judgment on Date]
- [Description of discovery, e.g., Received document production from Defendant]
- [Description of meetings, e.g., Conducted deposition of Witness Name]
- [Description of research, e.g., Completed legal analysis on contract clause X]

3. Current Case Status

- **Pleadings:** [Completed/Pending/Amended]
- **Discovery:** [In Progress/Closing Date]
- **Motions:** [List any outstanding motions and their current status]

4. Upcoming Deadlines and Milestones

- [Date]: [Description of deadline, e.g., Expert Witness Designation]
- [Date]: [Description of deadline, e.g., Settlement Conference]
- [Date]: [Description of deadline, e.g., Pre-trial Hearing]

5. Strategic Assessment and Risk Update

[Insert updated legal opinion on the strength of the case, potential liabilities, or changes in strategy based on recent evidence.]

6. Settlement Status

[Insert update on any settlement discussions or ADR processes, if applicable.]

7. Budget and Fees

Total Fees Incurred This Month: \$[Amount]

Total Project Spend to Date: \$[Amount]

Estimated Budget Remaining: \$[Amount]

8. Next Steps

During the next month, we intend to focus on [List primary objectives].

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

Sincerely,

[Attorney Name]
[Law Firm Name]