

Date: [Insert Date]

To: [Client Name/General Counsel]

From: [Lead Attorney/Law Firm Name]

Subject: Monthly Litigation Progress Report - [Month, Year]

Case Reference: [Case Name vs. Opposing Party]

Matter Number: [Internal Reference Number]

Court: [Jurisdiction/Court Name]

1. Executive Summary

[Brief overview of the current standing of the case and major developments this month.]

2. Actions Taken This Month

- **Filings:** [List motions, briefs, or pleadings filed]
- **Discovery:** [Status of document production, interrogatories, or depositions]
- **Research/Analysis:** [Summary of prior art searches or infringement analysis conducted]

3. Key Developments & Rulings

[Detail any court orders, Markman hearing updates, or evidentiary rulings.]

4. Upcoming Deadlines & Schedule

- [Date]: [Description of Deadline]
- [Date]: [Next Scheduled Hearing/Trial Date]

5. Strategy & Recommendations

[Strategic advice regarding settlement discussions, experts, or adjustments to legal tactics.]

6. Financial Summary

Monthly Fees: \$[Amount]

Total Budget Spent to Date: \$[Amount]

Projected Costs for Next Month: \$[Amount]

Sincerely,

[Signature]
[Printed Name]
[Law Firm Name]