

**DATE:** [Insert Date]

**TO:** [Client Name/Company Contact]

**FROM:** [Attorney Name]

**RE:** Monthly Litigation Progress Report

**CASE NAME:** [Plaintiff Name] v. [Defendant Name]

**COURT/CASE NUMBER:** [Insert Case Number]

**REPORTING PERIOD:** [Month, Year]

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## **1. CURRENT STATUS & SUMMARY**

[Provide a brief 2-3 sentence overview of where the case currently stands in the litigation lifecycle.]

## **2. ACTIVITIES COMPLETED THIS MONTH**

- [e.g., Filed Answer and Affirmative Defenses]
- [e.g., Served Initial Disclosures]
- [e.g., Drafted Responses to Plaintiff's First Set of Interrogatories]
- [e.g., Conducted internal witness interviews]

## **3. DISCOVERY UPDATE**

**Document Production:** [Status of document gathering/review]

**Depositions:** [Scheduled or completed depositions]

## **4. UPCOMING DEADLINES & SCHEDULED EVENTS**

- **[Date]:** [e.g., Deadline for Document Production]
- **[Date]:** [e.g., Mediation/Settlement Conference]
- **[Date]:** [e.g., Motion for Summary Judgment Deadline]

## **5. RISK ASSESSMENT & STRATEGY**

[Briefly discuss any changes to the legal exposure, newly discovered facts, or shifts in strategy based on recent evidence.]

## **6. BUDGET & LEGAL SPEND**

**Fees This Period:** \$[Amount]

**Total Spend to Date:** \$[Amount]

**Estimated Budget Remaining:** \$[Amount]

## **7. ACTION ITEMS FOR CLIENT**

- [e.g., Provide personnel file for Witness X by Friday]
- [e.g., Review and sign verification for Interrogatory responses]

Please contact me at [Phone Number] or [Email Address] if you have any questions regarding this report.