

**DATE:** [Insert Date]

**TO:** [Client Name/General Counsel]

**FROM:** [Attorney Name/Law Firm]

**RE:** Monthly Litigation Progress Report

**CASE NAME:** [Case Style/Caption]

**MATTER NUMBER:** [Internal File Number]

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

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## **1. RECENT PROCEDURAL DEVELOPMENTS**

[Summarize motions filed, court orders received, or hearings held during the past month.]

## **2. DISCOVERY STATUS**

**Written Discovery:** [Status of Interrogatories, Requests for Production, and Admissions.]

**Depositions:** [List depositions completed this month and those scheduled for next month.]

**Document Review:** [Status of E-Discovery or outstanding document sets.]

## **3. UPCOMING DEADLINES AND MILESTONES**

- [Deadline 1]: [Description]
- [Deadline 2]: [Description]
- [Trial Date]: [Current scheduled date]

## **4. CASE STRATEGY AND EVALUATION**

**Liability Assessment:** [Note any changes in the strength of the case based on new evidence.]

**Exposure/Damages:** [Updated estimates regarding potential financial outcomes.]

## **5. SETTLEMENT AND MEDIATION**

[Status of settlement negotiations, ADR proceedings, or upcoming mediation dates.]

## **6. ANTICIPATED ACTIVITIES FOR NEXT MONTH**

[Outline planned tasks, such as expert witness retention, motion drafting, or site inspections.]

## **7. FINANCIAL SUMMARY**

**Fees Incurred This Month:** \$[Amount]  
**Total Fees to Date:** \$[Amount]  
**Estimated Budget Remaining:** \$[Amount]

Sincerely,

[Attorney Signature]  
[Law Firm Name]