

[Your Name/Law Firm]

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[Date]

VIA [E-FILING/EMAIL/MAIL]

The Honorable [Judge's Name]

[Name of Court]

[Court Address]

[City, State, Zip Code]

Re: [Case Name]

Case No.: [Case Number]

Subject: Joint Letter Regarding Proposed Update to Pretrial Motion Briefing Schedule

Dear Judge [Judge's Last Name],

Pursuant to [Local Rule Number, if applicable], [Plaintiff/Defendant Name] and [Plaintiff/Defendant Name] (collectively, the "Parties") respectfully submit this letter to request an update to the current pretrial motion briefing schedule. The current schedule was set by the Court on [Date of Original Order].

The Parties have met and conferred and, subject to the Court's approval, have agreed to the following updated briefing schedule for [Type of Motion, e.g., Summary Judgment]:

- **[Opening Brief/Motion] Filing Deadline:** [New Date]
- **Opposition Brief Filing Deadline:** [New Date]
- **Reply Brief Filing Deadline:** [New Date]

The Parties request this update because [Brief Reason, e.g., outstanding discovery, expert witness availability, or ongoing settlement discussions]. This request [is/is not] the first request for an extension of these deadlines. The proposed change [will/will not] impact the currently scheduled trial date of [Trial Date] or any other court-mandated deadlines.

We thank the Court for its time and consideration regarding this matter.

Respectfully submitted,

[Your Signature]

[Your Printed Name]

Counsel for [Your Party]

cc: All Counsel of Record (via [Method of Delivery])