

Date: [Insert Date]

To: [Name of Receiving Attorney/Department Head]
Firm/Department: [Name of Firm/Legal Department]
Address: [Address Line 1], [City, State, Zip]

From: [Your Name/Originating Attorney]
Re: Escalation Referral for Resource-Intensive Litigation

Case Title: [Case Name/Style of Case]
Matter Number: [Reference Number]
Jurisdiction: [Court/Venue]

Dear [Recipient Name],

This letter serves as a formal referral of the above-referenced matter for immediate escalation. Due to the increasing complexity and resource-intensive nature of this litigation, it has been determined that the case requires specialized handling and additional operational capacity beyond current local resource allocations.

Case Status Overview:

[Provide a brief summary of current procedural status, e.g., Discovery, Pre-trial motions, Pending Trial].

Reasons for Escalation:

The following factors necessitate this referral:

- [High volume of electronic discovery/ESI]
- [Significant number of expert witnesses and depositions]
- [Anticipated multi-week trial duration]
- [High financial or reputational exposure]
- [Complex multi-district or class action components]

Key Deadlines:

- Discovery Cut-off: [Date]
- Dispositive Motion Deadline: [Date]
- Trial Date: [Date]

Transfer of Files:

All relevant case files, including the digital record and upcoming calendar alerts, are available via [Shared Drive Link/Case Management System]. A comprehensive briefing session with the current legal team is scheduled for [Date/Time].

Please confirm receipt of this referral and advise on the designated lead counsel for the transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]