

[Your Name/Law Firm]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Address]
[City, State, Zip Code]

Re: [Case Name]

Case No.: [Court Case Number]

Subject: Meet and Confer Regarding Joint Case Management Statement

Dear [Opposing Counsel Name],

Pursuant to [Cite Specific Local Rule or Federal Rule of Civil Procedure 26(f)], I am writing to initiate the meet and confer process regarding the upcoming Case Management Conference scheduled for [Date of Conference] at [Time] before the Honorable [Judge's Name].

I would like to propose a telephonic meeting on [Proposed Date] at [Proposed Time] to discuss the following items required for our Joint Case Management Statement:

- The factual and legal bases for the claims and defenses;
- A proposed discovery plan and deadlines;
- Initial disclosures;
- Potential for settlement or Alternative Dispute Resolution (ADR);
- The schedule for pretrial motions and trial;
- Any issues related to electronically stored information (ESI).

Please let me know if the proposed time works for you, or please suggest an alternative time that is convenient for your schedule. I have attached a preliminary draft of the Joint Statement for your review and input.

I look forward to speaking with you and working collaboratively on this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant]