

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Defense Counsel Name]

[Defense Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: [Case Name]**

**Case No.: [Case Number]**

**Subject: Meet and Confer Regarding Joint Case Management Statement**

Dear [Counsel Name],

Pursuant to [Local Rule Number] and the Court's Order dated [Date], I am writing to meet and confer regarding the Joint Case Management Conference Statement due on [Date].

Attached is Plaintiff's initial draft of the Joint Case Management Statement. We have included our proposed language for the following sections:

- Brief Factual Summary of the Case;
- Principal Legal Issues;
- Anticipated Discovery;
- Proposed Pretrial Schedule and Trial Date; and
- Status of Settlement Discussions and ADR.

Please provide Defendant's positions and any proposed revisions to the attached draft by [Date/Time] so that we may finalize the document for timely filing. Specifically, we would like to discuss [mention any specific disagreements, e.g., discovery limits or trial dates] during our scheduled call on [Date/Time].

We look forward to collaborating on this filing to ensure the Court is properly apprised of the parties' positions.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for Plaintiff