

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Counsel Law Firm]

[Address]

[City, State, Zip Code]

**Re: [Case Name]**

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

**Subject: Meet and Confer Regarding Alternative Dispute Resolution (ADR) and Joint Case Management Statement**

Dear [Opposing Counsel Name],

Pursuant to [Insert Local Rule Number, e.g., Rule 26(f) or Local Rule 3-5], I am writing to meet and confer regarding the selection of an Alternative Dispute Resolution (ADR) process and the preparation of the upcoming Joint Case Management Conference Statement.

Regarding ADR, our client is interested in the following process: [Select one: Private Mediation / Early Neutral Evaluation / Court-Appointed Mediator / Settlement Conference with Magistrate Judge]. Please let us know your client's position on these options so that we may include a stipulated preference in our filing.

Additionally, I have attached a preliminary draft of the Joint Case Management Statement for your review. Please provide your proposed revisions, as well as your available dates for the Rule 26(f) conference call, by [Date].

Specifically, we would like to discuss the following items during our call:

- The appropriateness of the ADR process selected;
- The timing of the ADR session in relation to discovery;
- Proposed deadlines for the exchange of initial disclosures;
- Any anticipated motions or discovery disputes.

I look forward to discussing these matters with you on [Date/Time] or at another time convenient for you before the filing deadline on [Filing Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]  
Counsel for [Your Client's Name]