

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

[Date]

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

RE: [Case Name]
Case No.: [Case Number]
Subject: Meet and Confer Regarding Joint Case Management Statement

Dear [Opposing Counsel Name],

Pursuant to [Local Rule Number/Federal Rule of Civil Procedure 26], I am writing to initiate the meet and confer process regarding the upcoming Case Management Conference scheduled for [Date] at [Time].

As you are aware, the parties are required to file a Joint Case Management Statement by [Due Date]. To facilitate this, I have attached a preliminary draft of the statement for your review. Please provide your proposed revisions, additions, or the sections pertaining to your client's position by [Requested Return Date].

Specifically, I would like to discuss and reach a stipulation regarding the following items to be included in the joint statement:

- Proposed discovery plan and deadlines;
- Initial disclosures and exchange of evidence;
- Anticipated motions or legal issues;
- Alternative Dispute Resolution (ADR) preferences;
- Estimated length of trial and whether a jury has been demanded.

I am available for a brief telephonic conference to finalize the draft on [Proposed Date] at [Proposed Time]. Please let me know if this time works for you, or suggest an alternative time that fits your schedule.

I look forward to working with you to complete the Joint Case Management Statement efficiently.

Sincerely,

[Your Signature]

[Your Printed Name]