

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name] / [Case Number] - Joint Meet and Confer Letter Regarding Extension of Time Limits

Dear [Name]:

This letter follows our meet and confer conference held on [Date] regarding the upcoming deadlines in the above-referenced matter. Pursuant to [Local Rule or Code Section], the parties have met and conferred in good faith to discuss a mutual extension of time limits to facilitate ongoing settlement negotiations.

The parties are currently engaged in active settlement discussions and believe that a temporary stay or extension of discovery and pleading deadlines will preserve party resources and judicial economy. Specifically, the parties propose the following updated schedule:

- **Current Deadline for [Action]:** [Date] -> **Proposed Deadline:** [Date]
- **Current Deadline for [Action]:** [Date] -> **Proposed Deadline:** [Date]
- **Current Deadline for [Action]:** [Date] -> **Proposed Deadline:** [Date]

By extending these deadlines, the parties intend to focus their efforts on reaching a formal settlement agreement without the distraction and expense of litigation tasks that may be rendered moot.

We have agreed to submit a joint stipulation and proposed order to the Court reflecting these changes by [Date]. Please review this summary and confirm your agreement by signing below or providing your electronic signature.

Sincerely,

[Your Name]

[Your Law Firm]

Counsel for [Plaintiff/Defendant]

AGREED AND ACCEPTED:

[Opposing Counsel Name]

Counsel for [Plaintiff/Defendant]

Date: _____