

IN THE DISTRICT/SUPERIOR COURT FOR THE STATE OF ALASKA  
AT \_\_\_\_\_

vs. \_\_\_\_\_  
Plaintiff(s), \_\_\_\_\_  
Defendant(s), \_\_\_\_\_  
CASE NO. \_\_\_\_\_

**REPORT OF PARTIES' PLANNING  
MEETING**

Pretrial Scheduling Conference date: \_\_\_\_\_ Judge assigned: \_\_\_\_\_

Type of action: \_\_\_\_\_

The parties' planning meeting was held \_\_\_\_\_ and attended by:

\_\_\_\_\_  
for \_\_\_\_\_  
\_\_\_\_\_  
for \_\_\_\_\_  
\_\_\_\_\_  
for \_\_\_\_\_

1. **Issues.** Preliminary joint statement of issues: (Include separate statements where parties disagree.)  
\_\_\_\_\_  
\_\_\_\_\_

2. **Initial Disclosures.** The initial disclosures required by Civil Rule 26(a)(1)  
 have been exchanged       will be exchanged by \_\_\_\_\_

The parties agree that supplementations under Rule 26(e) will be due at the following times or intervals:  
\_\_\_\_\_

3. **Discovery Plan.** The parties jointly propose to the court the following discovery plan:

- a. **Subjects.** Brief description of subjects on which discovery will be needed:  
\_\_\_\_\_  
\_\_\_\_\_

- b. **Deadline.** All discovery must be commenced in time to be completed by \_\_\_\_\_ except that discovery on the following issues must be completed by the dates shown.

Issues for Early Discovery

Deadline for Completion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. **Limits.**

- (1) Interrogatories. Civil Rule 33(a) allows each party to serve a maximum of 30 interrogatories upon any other party. Responses are due 30 days after service. The parties stipulate to the following changes in these limits:
- No change.  
 Maximum of \_\_\_\_\_ interrogatories.  
 Responses due \_\_\_\_\_ days after service.
- (2) Requests for Admission. Civil Rule 36 does not limit the number of requests for admission that each party may serve. Responses are due 30 days after service. The parties stipulate to the following changes:
- No change.  
 Maximum of \_\_\_\_\_ requests for admission.  
 Responses due \_\_\_\_\_ days after service.
- (3) Depositions. Civil Rule 30(a) allows each side to depose the following persons as a matter of right: other parties; independent experts expected to be called at trial; treating physicians; document custodians; and any three other persons. The depositions of a party, expert witness, or treating physician may not exceed six hours. Other depositions may not exceed three hours. Civil Rule 30(d)(2). The parties stipulate to the following changes in these limits:
- No change.  
 \_\_\_\_\_ may depose the following additional witnesses:  
\_\_\_\_\_  
 Deposition of \_\_\_\_\_ not to exceed \_\_\_\_\_ hours.

d. **Other Provisions of Discovery Plan.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Trial.**

- a. Complete either (1) or (2). (You must tell the judge when the case will be ready for trial or for a trial setting conference. Civil Rule 16(b)(1)(G).)

(1) The case will be ready for trial by \_\_\_\_\_

Estimated trial time ("Trial time" for any party includes the party's opening statement, closing argument, and direct and cross-examination of all witnesses.):

Plaintiff(s) \_\_\_\_\_ days  
Defendant(s) \_\_\_\_\_ days  
Other parties \_\_\_\_\_ days

(2) Trial cannot be scheduled now because \_\_\_\_\_

The case will be ready for a trial setting conference by \_\_\_\_\_

b. Jury trial  requested  not requested  disputed.  
Explain: \_\_\_\_\_

5. **Proposed Pretrial Deadlines.**

	Plaintiff(s)	Defendant(s)
a. Joinder of parties	_____	_____
b. Amendment of pleadings	_____	_____
c. Preliminary witness lists	_____	_____
d. Expert witness lists under Rule 26(a)(2)(A)	_____	_____
e. Expert reports under Rule 26(a)(2)(B)	_____	_____
f. Dispositive motions	_____	_____
g. Other motions	_____	_____
h. Final witness lists under Rule 26(a)(3)	_____	_____
i. Final exhibit lists under Rule 26(a)(3)	_____	_____
j. Objections under Rule 26(a)(3):	_____ days after disclosure of relevant list.	

6. **Settlement.**

- a. The parties have discussed the possibilities for a prompt settlement or resolution of the case, including the following alternative dispute resolution procedures (check all that apply):
- settlement conference  
 mediation  
 non-binding arbitration  
 other: \_\_\_\_\_

Comments:

\_\_\_\_\_

b. Settlement Conference.

- The parties request a settlement conference.  
 The parties agree that the deadline for requesting a settlement conference will be: \_\_\_\_\_  
 Other: \_\_\_\_\_

c. Mediation.

- The parties request appointment of a mediator under Civil Rule 100.  
 The parties agree that the deadline for requesting appointment of a mediator will be: \_\_\_\_\_  
 Other: \_\_\_\_\_

7. **Pretrial Scheduling Conference.** The parties  waive  do not waive a conference with the court before entry of the scheduling order. (Note: The judge may hold a pretrial scheduling conference notwithstanding the parties' waiver. Parties should plan to attend the conference unless otherwise notified by the court.)

8. **Other Orders.** (List any other orders that should be entered by the court under Rule 26(c) (protective orders) or Rule 16(b) and (c) (pretrial orders).)
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Date

Signature of Attorney/Unrepresented Party

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Type or Print Name

Representing \_\_\_\_\_

---

Date

Signature of Attorney/Unrepresented Party

---

Type or Print Name

Representing \_\_\_\_\_

---

Date

Signature of Attorney/Unrepresented Party

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Type or Print Name

Representing \_\_\_\_\_

**Instructions:** Attorneys of record and unrepresented parties are jointly responsible for attempting in good faith to agree on a proposed discovery plan and for submitting to the court within 10 days after the meeting a written report outlining the plan. Civil Rule 26(f).