

**STATUS CONFERENCE/CASE MANAGEMENT  
CONFERENCE INFORMATION SHEET**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF HEARING: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DEPT: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

ATTORNEY FOR: \_\_\_PLAINTIFF\_\_\_ DEFENDANT

CASE NUMBER: \_\_\_\_\_

TEL #: ( ) \_\_\_\_\_

COURT: \_\_\_\_\_

FAX #:( ) \_\_\_\_\_

COURT ADDRESS/CITY: \_\_\_\_\_

BILL TO: \_\_\_\_\_

YOUR FILE #: \_\_\_\_\_

INSTRUCTIONS:

What is the basis of this claim? \_\_\_\_\_  
\_\_\_\_\_

When will discovery be completed? \_\_\_\_\_

DAMAGES \$ \_\_\_\_\_

List of discovery still to be done? \_\_\_\_\_  
\_\_\_\_\_

DATE COMPLAINT WAS FILED? \_\_\_\_\_

When can you be ready for trial? \_\_\_\_\_

DATE SERVED? \_\_\_\_\_

How long will trial take? \_\_\_\_\_ JURY / NON-JURY  
(circle one)

If not served, when can you serve? \_\_\_\_\_  
\_\_\_\_\_

NO. OF WITNESS: \_\_\_\_\_ EXPERTS: \_\_\_\_\_

Date defaulted? \_\_\_\_\_ Date answered? \_\_\_\_\_

Are you agreeable to arbitration? \_\_\_\_\_  
BINDING / NON-BINDING (circle one)

Judgment papers to be submitted by? \_\_\_\_\_

Do you want a settlement conference? \_\_\_\_\_

**RESULTS OF STATUS CONFERENCE/CMC**

NEXT HEARING DATE: \_\_\_\_\_

TYPE OF HEARING

DATE

TIME

DEPT/DIV

NOTICE TO BE GIVEN: BY PLAINTIFF / BY DEFENDANT / BY COURT / WAIVED (circle one if applicable)

REASON FOR CONTINUANCE (if applicable): \_\_\_\_\_

COMMENTS: