

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO  
WESTERN DIVISION

, Case No. 3:20 CV [CASE NUMBER]  
Plaintiff, CASE MANAGEMENT  
-vs- CONFERENCE ORDER  
, JUDGE JACK ZOUHARY  
Defendant.

Case Management Conference (CMC) held [BY PHONE OR IN PERSON] on [DATE].

1. Counsel and parties present: [NAME] for Plaintiff(s); [NAME] for Defendant(s)
2. Federal Civil Rule 26(a) disclosures have been completed.
3. After consultation with counsel, this case will proceed on the [Expedited, Standard or Complex] Track with trial in [MONTH, YEAR].
4. This case is referred for a Settlement/Mediation Conference on [DATE AND TIME].

Lead counsel and parties, or a representative with full authority to negotiate and settle, shall appear in person. Further, each party shall submit an ex parte statement summarizing the settlement position to Chambers by fax (419-213-5680) or e-mail (zouhary\_chambers@ohnd.uscourts.gov) three (3) days before the conference. The statement shall not become part of the case record.

[OR]

before Magistrate Judge [NAME / PANEL] on [DATE AND TIME] in [ROOM NUMBER]. Lead counsel and parties, or a representative with full authority to negotiate and settle, shall appear in person. Further, each party shall submit an ex parte statement summarizing the settlement position to Magistrate Judge [NAME] by [DATE]. The statement shall not become part of the case record, but shall be for the exclusive use of the Magistrate Judge in preparing for the settlement conference. The statement shall not be filed with the Clerk, but shall be e-mailed to [E-MAIL] three days before the conference. Counsel shall report to Judge Zouhary's Chambers (Room 203) immediately following the Conference to inform this Court if the case has settled, or to discuss the remaining case schedule.

5. Case [DOES / DOES NOT] involve electronic discovery.
6. Deadline for amending pleadings/adding parties: [DATE]
7. Counsel are reminded to follow the amended Civil Rules regarding proportional discovery and civility. Counsel will stage depositions pursuant to 2015 Civil Rules amendments. *See* Civil Case Management Procedures (Doc. [NUMBER] at ¶ 3).
8. Discovery deadlines:
  - a. Liability: [DATE]
  - b. Damages: [DATE]
  - c. Plaintiff's expert disclosures, with reports: [DATE]
  - d. Defendant's expert disclosures, with reports: [DATE]

**NOTE:** Expert depositions require prior Court approval.

9. Without leave of Court, no discovery material shall be filed, except as necessary to support dispositive motions. Depositions filed either electronically or through the Clerk's Office shall include the Word Index.

10. Dispositive motions are not appropriate in every case. No dispositive motions shall be filed until counsel have met and conferred about the merits of such a motion; and only after sufficient discovery has been completed that allows counsel for the moving party to represent the belief there are no disputed issues of material fact. Timing for filing a motion is the responsibility of counsel and should not conflict with this case schedule and trial date. *See* Civil Case Management Procedures (Doc. [NUMBER] at ¶ 3).
11. Parties shall provide this Court with a courtesy hard copy of all motion briefing with supporting materials (double-sided encouraged). Briefing shall be doubled-spaced (except for block quotes) in a font not less than 12 points in size, including footnotes, with margins of not less than one inch. *See* Local Civil Rule 7.1(f) for page limits. Footnotes are discouraged.

**NOTE:** Failure to follow will result in Clerk striking the briefing.

12. Counsel shall describe in the case caption whether a motion is “opposed” or “unopposed” -- which means counsel **MUST** confer with opposing counsel **BEFORE** filing any motion -- procedural or substantive.
13. Next Phone status: [DATE AND TIME]

[OR]

Brief Joint Status Report: [DATE]

IT IS SO ORDERED.

s/ Jack Zouhary  
JACK ZOUHARY  
U. S. DISTRICT JUDGE

, 2021