
In the District Court of Utah

_____ Judicial District, _____ County

Court Address

Plaintiff

VS.

Defendant

Notice of Rule 16 conference

Case Number

Judge

(1) Please note that the court has scheduled a Rule 16 conference for _____ at _____ for the purpose of entering a case management order.

(2) The case management order will establish limits on the various discovery methods and the time in which to complete discovery, which may be the same, less, or more than the default limits, and it will govern procedural deadlines.

(3) Lead counsel must attend the conference. Attendance in person is strongly preferred. If there are exceptional circumstances, attendance by telephone or other contemporaneous transmission is permitted with the approval of the judge.

(4) Fourteen days before the conference, counsel must file a detailed statement of the case, including the party's factual claims and legal theories. The statement of the case is not intended to persuade the judge of the merits of the case, but instead to educate the judge on the complexities of the case for the purpose of establishing proportional discovery limits and realistic timeframes. A template for the statement of the case is available at http://www.utcourts.gov/courts/dist/civil_case_mgmt/.

(5) The judge's rulings on all issues presented at the conference will be memorialized in a case management order. The case management order will establish a trial date or a date for dispositive motions, as the judge prefers, as well as dates for interim steps. The lawyers will help schedule the dates to ensure they meet the needs of the case and the participants' schedules. The dates should be considered firm. Continuances will not be granted by stipulation alone. There must be a showing of extraordinary, unanticipated circumstances.

(6) After the initial conference, the judge will hold periodic status conferences, as needed, including one or more during fact discovery and one at the close of fact discovery. The primary purpose of the periodic conferences is to ensure that the case is progressing as planned. Some cases may require more frequent conferences; others fewer, depending on the circumstances.

Date

Clerk of the Court