

Amendments to Specific Instructions for Form 19

SPECIFIC INSTRUCTIONS – FORM 19

Form 19

Rule 26(f) requires the parties, unless exempted from initial disclosure under Rule 26(a)(1)(B) or when the court orders otherwise, to confer “as soon as practicable after the filing of a complaint, and in any event at least 21 days before a scheduling conference is held or a scheduling order is due under Rule 16(b)..., and submit[t] to the court within 14 days after the conference a written report....” Form 19 illustrates the type of report the parties are expected to submit to the court, and it can be used as a checklist of items to be discussed at the conference.

To complete the fillable version of Form 19, follow the steps below:

Caption:

- 1) Enter the names of the plaintiff and defendant in the appropriate free text box
- 2) Select “Court No.” or “Consolidated Court No.” from the drop-down box
- 3) Enter the Court No. or Consolidated Court No. in the free text box
- 4) If appropriate, select “and Attached Schedule” from the drop-down box

Body:

- 1) Section 1: Enter date of Rule 26(f) conference and method of conferring
- 2) Section 2: Select “will complete by” or “have completed” from the drop-down box and if appropriate, enter the date when initial disclosures will be completed
- 3) Section 3 and 4: Enter the appropriate information in the provided fields

Date:

- 1) Date: Enter the filing date

(Added Sept. 30, 2003, eff. Jan. 1, 2004; amended June 5, 2015, eff. July 1, 2015.)