**EXHIBIT A**

**Magistrate Judge Patricia Donahue**

**Schedule of Pretrial and Trial Dates Worksheet**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case No.** |  | | | | | | | |
| **Case Name** |  | | | | | | | |
| **Matter** | | | **Plaintiff(s)’ Date**  **mo / day / year** | | **Defendant(s)’ Date**  **mo / day / year** | | **Court Order** | |
| [ ] Jury Trial or [ ] Court Trial  (Monday at 8:30 a.m.)  Duration Estimate: \_\_\_\_\_\_\_\_ Days | | |  | |  | |  | |
| Final Pretrial Conference [LR 16] and Hearing on Motions in Limine  **(Monday at 10:00 a.m. -- three weeks before trial date)**  Motions in Limine must be filed **three weeks** before this date; oppositions are due **two weeks** before this date; reply brief **one week** before this date. | | |  | |  | |  | |
| **Event** | | **Weeks Before Trial** | | **Plaintiff(s)’ Date**  **mo / day / year** | | **Defendant(s)’ Date**  **mo / day / year** | | **Court Order** |
| Last Date to Hear Motion to Amend Pleadings /  Add Parties | |  | |  | |  | |  |
| Non-Expert Discovery Cutoff (at least 4 weeks before last date to hear motions) | | 18 | |  | |  | |  |
| Expert Disclosure (Initial) | |  | |  | |  | |  |
| Expert Disclosure (Rebuttal) | |  | |  | |  | |  |
| Expert Discovery Cutoff | | 14 \* | |  | |  | |  |
| Last Date to **Hear** Motions (Monday at 10:00 a.m.) | | 14 | |  | |  | |  |
| Last Date to Conduct Settlement Conference | | 12 | |  | |  | |  |
| **For Jury Trial**  File Memorandum of Contentions of Fact and Law, LR 16-4  File Exhibit and Witness Lists, LR 16-5.6  File Status Report Regarding Settlement  File Motions in Limine | | 6 | |  | |  | |  |
| **For Jury Trial**  Lodge Pretrial Conference Order, LR 16-7  File Agreed Set of Jury Instructions and Verdict Forms  File Statement Regarding Disputed Instructions, Verdicts, etc.  File Oppositions to Motions in Limine | | 5 | |  | |  | |  |
| **For Court Trial**  Lodge Findings of Fact and Conclusions of Law, LR 52, and Summaries of Direct Testimony | | 3 | |  | |  | |  |

\* The parties may choose to cut off expert discovery before the MSJ briefing.

**ADR [LR 16-15] Selection**

□ Attorney Settlement-Officer Panel

□ Private Mediation

□ Magistrate Judge (with Court approval)