**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 16-4File Exhibit and Witness Lists, LR 16-5.6File Status Report Regarding SettlementFile Motions in Limine | 6 |  |  |  |
| **For Jury Trial**Lodge Pretrial Conference Order, LR 16-7File Agreed Set of Jury Instructions and Verdict FormsFile 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)