

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

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**CHECKLIST FOR CONFERENCE**  
**PURSUANT TO RULE 26(f)**

Plaintiff(s),

- v -

\_\_ CV \_\_\_\_ (\_\_\_\_) (PK)

Defendant(s).

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The parties conferred pursuant to Federal Rule of Civil Procedure 26(f) on \_\_\_\_\_, 201\_ (this date must be at least five (5) business days before the Initial Conference).

1. Automatic disclosures required by Rule 26(a)(1) of the Federal Rules of Civil Procedure were completed on \_\_\_\_\_, 201\_.
2. The parties reviewed **all** of the following and determined:

Medical authorizations:

Not applicable  Requested  Completed

Section 160.50 releases:

Not applicable  Requested  Completed

Identification of John/Jane Doe defendants:

Not applicable  Requested  Completed

Procedures for producing electronically stored information (ESI):

Not applicable  Requested  Completed

Protective Order/Stipulation of Confidentiality (*Requires Court Approval*):

Not applicable  Requested  Completed

Calculation of Damages Chart:

Not applicable  Requested  Completed

3. The parties completed the proposed Initial Scheduling Order  (check).

*Attorney for Plaintiff(s)*

*Attorney for Defendant(s)*

Signature:

Signature:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Address:

Address:

E-mail:

E-mail:

Tel:

Tel:

Fax:

Fax: