



MAGISTRATE JUDGE GERALDINE SOAT BROWN
219 South Dearborn Street
Chicago, IL 60604

Courtroom 1812

Chambers 1822

Web Site: <http://www.ilnd.uscourts.gov>

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Courtroom Deputy - Susan McClintic

Room 1808

(312) 435-7552

STANDING ORDER FOR INITIAL STATUS REPORT
FOR CASES BEFORE JUDGE BROWN

Judge Brown has set a date for an initial status hearing before her in Courtroom 1812. Consistent with the scope of the consent or referral, Judge Brown may set discovery schedules, briefing schedules, and other deadlines at the initial status conference. Therefore, the attorney for each party with principal responsibility for the case shall be personally present and prepared to discuss all aspects of the case. If the principal attorney's office is outside the Northern District of Illinois, that attorney may seek leave to be present by telephone, but local counsel must be personally present.

In order to make the status as productive as possible, the parties are required to file a joint¹ status report, not to exceed three pages, with the Clerk of the Court, and deliver a courtesy copy to Courtroom Deputy in Room 1808 **at least three business days** before the status hearing. The report shall contain the following information:

CONSENT CASES:

1. A brief summary of the claims asserted in the complaint and any counterclaim or third party complaint.
2. A brief statement of the relief sought, including an itemization of damages.
3. The status of any pending motions.
4. Any current dates for discovery cut-off, pretrial order or trial. If none have been set, a proposed discovery cut-off date and the earliest date the parties will be available for trial.

¹ If the parties cannot agree to a joint report, they may file separate reports.

5. A description of the discovery that has been completed, including the specific number of depositions that have been taken, and a description of the future discovery that is contemplated.
6. Whether a jury has been demanded.
7. The status of settlement discussions, if any.
8. In order to avoid confusion and delay, list the name of the magistrate judge and **do not** list the name of the district judge in the caption in consent cases.

REFERRAL CASES:

1. A brief summary of the claims asserted in the complaint and any counterclaim or third party complaint.
2. A brief statement of the relief sought, including an itemization of damages.
3. A brief description of the matter referred to the magistrate judge.
4. The status of any briefing on the matters referred.
5. If the case has been referred for discovery matters, a description of the discovery that has been completed and the future discovery contemplated, including identifying: (a) the depositions that have been taken; (b) the depositions that have been scheduled and the dates set; and (c) any other discovery contemplated.
6. Whether the parties will consent to trial before a magistrate judge.
7. Any dates or deadlines established by the district judge for discovery cut-off, submission of pretrial order or trial.
8. The status of settlement negotiations, if any.
9. In referral cases, list both the district judge and the magistrate judge in the caption and **circle the name of the judge for whom the filing is intended.**

**ENTER:
GERALDINE SOAT BROWN
United States Magistrate Judge**