

UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

**STANDING ORDER FOR PRELIMINARY PRETRIAL CONFERENCES  
WITH U.S. MAGISTRATE JUDGE ANITA MARIE BOOR**

Not later than two weeks before the preliminary pretrial conference, all parties in this case shall confer about all matters listed in Fed. R. Civ. P. 26(f) and all matters set forth in this order. The parties may confer telephonically.

Not later than one week before the preliminary pretrial conference, the parties shall jointly file a report addressing the following points. If the parties disagree on a point, then each party shall state its position separately within the joint report.

- 1) A concise statement of the nature of the case, including the nature and bases of the parties' claims and defenses.
- 2) The names of any related cases.
- 3) A concise statement of the material factual and legal issues to be resolved at trial.
- 4) A description of any amendments to the pleadings that any party intends to seek and a brief explanation of the bases for any such amendments.
- 5) The identity of any new parties any party intends to add and a brief explanation of the bases for any such additions.
- 6) A proposed case schedule, including at least the following deadlines, along with an estimated length of trial:
  - a. Motions to amend the pleadings and to add parties;
  - b. Expert disclosures (if applicable);
  - c. Dispositive motions;
  - d. Close of discovery; and
  - e. Trial.
- 7) A discovery plan, including all matters set forth in Fed. R. Civ. P. 26(f)(3), as well as:
  - a. A general description of the parties' repositories of discoverable ESI;
  - b. How discovery of ESI can and will be limited (e.g., by number of custodians, date ranges);
  - c. Methods of how discovery of ESI can and will be facilitated (e.g., key word searches); and
  - d. The form in which ESI will be produced.
- 8) Any other matter affecting the just, speedy, or inexpensive determination of this case, or that which the court should consider in setting the schedule.

In preparing their report and proposed case schedule, the parties should consider that:

- The parties may opt out of the disclosure requirements under Fed. R. Civ. P. 26(a)(1) and 26(a)(2) by unanimous agreement.
- Trial shall be held thirteen to fifteen months after the preliminary pretrial conference, four to seven months later for patent lawsuits and class actions.
- The court requires dispositive motions to be filed not later than five or six months before trial and prior to the close of discovery, which usually ends six weeks before trial.
- The court does not stay discovery when a defendant files a motion to dismiss before the preliminary pretrial conference. Under Fed. R. Civ. Pro. 26(d)(1), a party may seek discovery after the parties have conferred as required by Fed. R. Civ. P. 26(f).

The court will set the entire case schedule at the preliminary pretrial conference. Counsel attending the conference must have scheduling authority for their respective parties.

For cases assigned to Judge Boor for trial (case numbers ending with “-amb”), note: No later than two weeks before the preliminary pretrial conference, the parties must submit a Notice of Assignment to a Magistrate Judge and Consent/Request for Reassignment Form. If the parties do not submit a fully executed form by this deadline, the case will be reassigned to a district judge.

BY THE COURT:

/s/

ANITA MARIE BOOR  
U.S. Magistrate Judge

[revised 5/8/24]