

UNITED STATES OF AMERICA  
STATE OF ILLINOIS COUNTY OF \_\_\_\_\_  
IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

No. \_\_\_\_\_

PRE-TRIAL MEMORANDUM - PLAINTIFF'S

NAME

AGE

1. Plaintiffs: (a) \_\_\_\_\_  
(b) \_\_\_\_\_
2. Nature of cause of action: \_\_\_\_\_
3. Factual summary and theory(s) of liability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Damages:
  - (a) Nature of damages claimed by each plaintiff: \_\_\_\_\_  
\_\_\_\_\_
  - (b) Special or liquidated damages of each plaintiff: \_\_\_\_\_  
\_\_\_\_\_
  - (c) Other damages claimed (type and amount): \_\_\_\_\_  
\_\_\_\_\_
  - (d) Total damages claimed: \_\_\_\_\_
5. Trial Matters:
  - (a) Estimated number of witnesses: \_\_\_\_\_ Occurrence and \_\_\_\_\_ damages
  - (b) Names of physicians/expert witnesses: \_\_\_\_\_  
\_\_\_\_\_
  - (c) Estimated number of exhibits: \_\_\_\_\_ Occurrence and \_\_\_\_\_ damages
  - (d) Unusual legal, evidentiary or medical questions which may arise: \_\_\_\_\_  
\_\_\_\_\_
  - (e) Estimated trial time for plaintiff's case: \_\_\_\_\_ days
6. Plaintiff's low dollar demand for settlement: \$ \_\_\_\_\_
7. Suggestions in aid of settlement or simplifying trial procedures: \_\_\_\_\_  
\_\_\_\_\_
8. Is this case ready for trial?  Yes  No

If not, state why: \_\_\_\_\_

NOTE: The pre-trial conference must be attended by the attorney who will try the case. One copy of this memorandum shall be submitted to the court and one copy mailed to opposing counsel at least five (5) days prior to the conference. Please refer to Rule 3.6(c) of the Rules of Practice, 13th Judicial Circuit, concerning the requirements of a Summary Statement of Points and Authorities.