**FILED BEFORE**

**THE OFFICE OF ADMINISTRATIVE LAW PROCEEDINGS**

Administrative Cause No.: Enter OALP Case Number  
Underlying/State Agency Action No.: Enter Original Action/Order Number

Enter Name of Party**,**    
 Party Type,   
   
**v.**

Enter Name of Party**,**   
Party Type.

**JOINT Proposed CASE MANAGEMENT SCHEDULE**

**Filing Party:** Enter name of Party filing motion

The filing parties, by an attorney or personally, respectfully submit the following proposed case management schedule to which all parties have agreed (*select all that apply*):

1. **Usefulness of Order of Mediation under the Indiana Administrative Orders and Procedures Act**

* Formal mediation may be useful to settle this case; the Parties represent that they have read and agree to abide by Indiana Code IC 4-21.5-3.5. The Parties agree to conduct a formal mediation by or on: Mediation Deadline
* The Parties agree that neither Party may conduct discovery prior to the expiration of the mediation deadline.
* The Parties agree that discovery may be conducted prior to the expiration of the mediation deadline.
* The Parties have not agreed on a mediator for this matter.
* The Parties agree to the following mediator: Name of Mediator
* Formal mediation will not be useful to settle this case.

1. **Usefulness of Informal Settlement Case Management Deadline**

* A deadline for informal settlement discussions may be useful to settle this case. The Parties agree to an informal settlement deadline of: Deadline for Informal Settlement Discussions. In the event that the Parties need additional time to execute a settlement agreement, the Parties agree to file a request for extension by a motion in which the Parties will propose an additional date for an update.
* A deadline for informal settlement discussions would not be useful to settle this case.

1. **Deadline for Discovery**

* The Parties agree to complete discovery by or on: Discovery Deadline. The Parties agree to serve their requests so that responses will be due on or before the discovery deadline. Nothing herein shall be construed to deprive anyone of time for response allowed by the applicable Trial Rule. On the other hand, discovery cannot be avoided on the basis that the discovery deadline has passed if a response was properly due on or before the deadline set herein. The Parties shall time and plan for service of discovery requests accordingly.
* The Parties’ agreed discovery deadline is appropriate because: Provide any information that supports the length of time requested for discovery.

1. **Deadline for Dispositive Motions**

* Dispositive Motion deadlines are requested. The Parties agree to the following deadlines:
  + Dispositive Motion Deadline: Dispositive Motion Deadline
  + Response Deadline: Deadline for Response
  + The Parties should indicate in any Dispositive Motion briefing whether a hearing on the motion is requested.
  + In a ruling on any Dispositive Motion, the ALJ will, if a hearing is still necessary, set a date and time for a Final Prehearing Conference.
  + The Parties understand that Replies, Sur-replies, Proposed Orders, and other similar filings will only be considered if the assigned ALJ grants a request, made by motion, to submit such a filing.
* Dispositive Motion deadlines are not requested.

1. **Prehearing Conference**

* The Parties request that the Administrative Law Judge schedule a Prehearing Conference in this matter for the purpose of Purpose of Conference. The Parties are available on the following dates: Proposed Dates
* A Prehearing Conference is not requested at this time.

1. **Final Prehearing Conference**

* The Parties propose the following date and time for a Final Prehearing Conference: Proposed Dates and Times.
* The Parties propose the following deadline for submitting a Joint Prehearing Statement to the ALJ in advance of the Final Prehearing Statement: Deadline Date.. The Parties understand that the ALJ will provide a template for the Joint Prehearing Statement to the Parties in an order accepting this proposed case management schedule.

1. **Hearing**

* The Parties request that the ALJ conduct Select format of hearing hearing:
  + Justification for format of the hearing:
  + The Parties request the following number of days be reserved for a hearing on this matter: Number of Days Requested
  + The Parties propose the following date(s) and city for a hearing: City, Indiana and Proposed Dates.
* The Parties request that the ALJ conduct a paper hearing without live testimony, and the Parties agree to the following deadlines:
  + Complaining Party’s Deadline to File Brief: Deadline
  + Responding Party’s Deadline to File Brief: Deadline
  + Deadline for ALJ to request specific topics for Rebuttal Briefs: Deadline
  + Deadline for Parties Simultaneously Filed Rebuttal Briefs: Deadline

1. Other: Other Deadlines or Agreements.

Accordingly, the filing party requests that this motion be granted.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Filing Person’s Name

Phone Number

Mailing Address

Attorney Number (or blank)

Email

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that a copy of the foregoing motion was served by How was this served? on this When was it served?.

**Opposing Party:**

**Enter Opposing Party’s Name**

Type

**Enter Address**

**Enter Email Address**

Select Method of Service

Office of Administrative Law Proceedings:

Attn: Hon. Enter ALJ’s Name

Office of Administrative Law Proceedings

Enter Address

Indianapolis, IN 46204

Enter Email Address

Select Method of Service

**Additional Recipients (as needed)**

**Enter Name**

**Enter Address**

**Enter Email Address**

Select Method of Service

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Served by: Name