

TEMPLATE

Litigation Status Report Template

A repeatable reporting instrument for what changed, why it matters, what remains uncertain, and what happens next.

MATTER UPDATE WORKSHEET

Designed for recurring internal, client, insurer, or board updates. Adapt distribution and privilege markings to the matter.

VERSION IDENTITY

Report control

Matter	
Report version / date	
Prepared by	
Reviewed by	
Distribution	
Privilege / confidentiality marking	

ONE-PAGE READ

Executive dashboard

Field	Current read
Current posture	
Decision required	
Material change since last report	
Top risk / fragility	
Top unknown	
Recommended next line	

STATE DELTA

What changed

Event / source	Change	Objects affected	Why material	Status

COURT CONTROL

Posture and deadlines

Date	Event / deadline	Rule / order / source	Owner	Dependency / risk

SUBSTANCE

Claims, defenses, and proof movement

Claim / issue	Prior status	Current status	Cause of change	Source / trace	Next proof task

EPISTEMIC CONTROL

Unknowns and competing explanations

Question / alternative	Why material	Current evidence	Resolution path	Owner / due

DECISION SUPPORT

Economics, risk, and possible paths

Do not report a probability, expected value, reserve, or settlement range without its method, assumptions, source date, and sensitivity. Scenarios are possible paths, not observed reality.

Scenario	Base assumptions	Trigger	Cost / time / exposure	What would disprove it

ACCOUNTABILITY

Action and decision log

Action / decision	Rationale	Source / dependency	Owner	Due	Revisit trigger

PROVENANCE

Source and review appendix

Source ID	Description	Date	Exact location	Access / privilege	Used for

Decision-maker	
Decision / no-action	
Reason	
Dissent / alternative	
Approval date	
Next review trigger	

REFERENCE NOTES

Sources, scope, and use

These tools organize litigation work; they do not state the law for a particular case. Federal rules are a starting point only. Always check the controlling substantive law, local rules, standing orders, scheduling order, protective orders, and matter-specific facts.

1. Federal Rules of Civil Procedure, effective Dec. 1, 2025

<https://www.uscourts.gov/sites/default/files/document/federal-rules-of-civil-procedure.pdf>

2. Federal Judicial Center, Civil Litigation Management Manual, 2d ed.

<https://www.fjc.gov/sites/default/files/2012/CivLit2D.pdf>

3. Federal Judicial Center, Manual for Complex Litigation, Fourth

https://www.fjc.gov/sites/default/files/materials/30/Manual%20for%20Complex%20Litigation_Fourth%20Edition_Third%20Printing_2020.pdf

4. U.S. District Court, E.D. La., ESI Discovery Guidelines

<https://www.laed.uscourts.gov/sites/default/files/pdfs/north/E-discoveryGuidelines.pdf>

Juricratic treats every conclusion as something that should remain tied to its source, assumptions, status, and review history. Use the same discipline in every report you produce.

EDUCATIONAL USE ONLY

This publication is general educational information, not legal advice, and does not create an attorney-client relationship. The checklists are not exhaustive. Facts, law, court orders, ethical duties, privilege, confidentiality, and preservation obligations vary by matter and jurisdiction.