

Date

Dear Counsel:

This letter is to confirm a settlement conference in the case

v. _____ at _____ on _____, _____.

The settlement conference will be held at _____

The settlement conference will be useful if counsel have previously conducted serious settlement discussions. By your presence at the settlement conference, counsel are deemed to be making a good faith effort at resolving the case in controversy.

You must submit to me a confidential pre-conference brief of no more than five pages for my review by _____, _____ (no later than 5 days before the settlement conference).

Your pre-conference brief may include:

- a brief statement of the facts;
- a list of damages (plaintiff only);
- a brief statement setting forth a concise theory of liability (plaintiff only);
- a brief statement setting forth defenses to plaintiff's liability theory (defendant only);
- a statement describing the settlement history of the case, including, all demands, settlement offers, and counter-offers with their corresponding dates;
- the trial date and expected length of trial; and
- a list identifying the parties who will attend the conference.

Your pre-conference brief is confidential and need not be sent to the opposing party. An individual with authority to settle the case should either be present or be available by telephone.

Please transmit brief:

via mail to _____

via email to _____

via fax to _____

I look forward to assisting you in the settlement conference process.

Sincerely,

Judicial Settlement Conference Judge

August 2017