

**OFFICE OF THE EXECUTIVE SECRETARY  
SETTLEMENT CONFERENCE REPORT FORM**

Settlement Judge:

Referring Court:

Case Style:

Date Case Filed:

Date Case Referred to Settlement Conference:

Date of Settlement Conference:

Location of Settlement Conference: City/Town

Courthouse

Lawyer's Office

Other

Length of Settlement Conference: Hours

Time Spent Preparing for Conference: Hours

Counsel Present? Defendant Yes No Plaintiff Yes No

Settlement Conference Ended with Agreement on: All Some None of the Issues

Settlement Reached After Conference but Before Trial? Yes No

Conference Cancelled Due to Case Settlement? Yes No

Case Type: (Please be as specific as possible. Use Miscellaneous only if no other category can apply)

**Tort/Personal Injury:** Assault Auto Accident Fraud Medical Malpractice

Product Liability Slip Fall Libel Defamation Other PI Type:

**Domestic Relations:** Divorce Other Domestic Type:

**Commercial:** Debt Construction Contract Landlord/Tenant Condemnation

Real Estate Other Commercial Type:

**Miscellaneous:** Probate Adult Guardianship Other Misc. Type:

Comments:

*Please return this form with your voucher for payment to:  
Dispute Resolution Services, 100 North 9<sup>th</sup> Street, Richmond, Virginia 23219*