

Settlement Judge Confirmation of Appointment

Filing Date:

Referral Date:

Settlement Judge's Name:

[Address is Confidential]

Re: Judicial Settlement Conference

Dear Judge

This is to confirm that the

v. _____ case is being referred to you
in your capacity as a Settlement Judge. The parties/counsel in this matter are:

Plaintiff

Full Name:

Plaintiff's Counsel

Full Name:

Law Firm:

Mailing Address:

Email:

Phone Number:

Fax Number:

Defendant

Full Name:

Defendant's Counsel

Full Name:

Law Firm:

Mailing Address:

Email:

Phone Number:

Fax Number:

Please find enclosed the Order of Referral to the Settlement Conference. Please feel free to contact the court if you have any questions or need further information.

Referring Circuit Court:

Enclosure

August 2017