

FIRST JUDICIAL DISTRICT COURT SETTLEMENT CONFERENCE INFORMATION SHEET

In accordance with the Court's Order of Referral to Settlement Conference, the following information shall be provided by each party to the Settlement Referee no later than five (5) business days prior to the Settlement Conference. Remember, the more information you provide the Settlement Facilitator, the better equipped he or she is to help you.

1. The case name, case number, and assigned Judge.
2. The status of the party providing the information, e.g., Plaintiff, Defendant, Third Party Defendant, etc.
3. Contact information, including telephone numbers and email addresses, for *all* participants, not just attorneys.
4. A short description of the case.
5. A statement of the factual issues to be resolved. Be specific. Don't just say, for instance, "personal injuries arising out of an auto accident"; instead, include a description of any injury, general or special damages, and past or expected future damages.
6. A description of the legal issues to be resolved. Be specific; include theories of liability, defenses.
7. The nature of the relief being sought. Again, be specific.
8. A list of any pending dispositive motions.
9. Trial date, if set.
10. A statement as to whether discovery is complete or not, and if not complete, a list of all remaining discovery. In particular, state whether there is some missing information that is crucial to settlement.
11. A description of the last demand and/or offer made to other parties.
12. Summary of reports from experts and consultants, if any.
13. List of expected witnesses and summaries of their expected testimony, if any.
14. Copies of any of the following which you think would be helpful to the settlement referee:
 - a. Pertinent case law
 - b. Relevant statutes
 - c. Pleadings
 - d. Essential exhibits
 - e. Substantive orders
15. The estimated costs and attorney fees through trial.