

**Using This Form**

1. Copies
  - a. Original to court.
  - b. Copy to Dispute Resolution Services, Office of the Executive Secretary.
  - c. Copies – to parties before the court.
2. Prepared by clerk or judge.
3. Attachments – none.
4. Preparation details –

This form is to be used when the judge, on his own motion, determines that a partial settlement conference is warranted or when the parties request a settlement conference. A judge, other than the judge who is sitting in the case, conducts the settlement conference. A variety of issues may be discussed and decided including the ultimate issue in the case.

ORDER OF DESIGNATION AND REFERRAL TO SETTLEMENT CONFERENCE

Case No. 1

COMMONWEALTH OF VIRGINIA Rule 1:19

In the Circuit Court of the [ ] City [ ] County of 2

3 v. 4
PLAINTIFF DEFENDANT

The Court has determined that this matter, which is currently before the Court as a contested civil matter, is appropriate for referral to a Settlement Conference. It is hereby ORDERED that:

- 1. The matter is referred to a Settlement Conference, for which there will be no cost to the parties.
2. Pursuant to Code Section 17.1-105, the Honorable 4, Retired Judge for the 5 Judicial Circuit, and a qualified Judicial Settlement Conference judge, is designated to conduct a Settlement Conference only to assist the judges of the 6 Judicial Circuit in the performance of their duties.
3. Counsel will schedule a pre-Settlement phone conference with the Settlement Judge, in order to verify the date, time and location of the Settlement Conference, no later than one week prior to the Settlement Conference.
4. Counsel must submit a confidential pre-Conference brief, of no longer than 5 pages, to the Settlement Judge no later than 5 days before the Settlement Conference.
5. Each party must provide a representative in person or by telephone who shall have final authority to settle the case.
6. Irrespective of this referral, this case has been set for return to the Court in accordance with the Court's normal docketing procedures on 7 at 7.
7. The Court must be informed in writing if the dispute is resolved prior to the return date. Otherwise, the parties shall appear in court at that time.

ENTER: 8 / /

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JUDGE

**Data Elements**

1. Court case number.
2. Court name.
3. Style of the case.
4. Name of retired judge designed to conduct the settlement conference.
5. Jurisdiction of designated judge.
6. Jurisdiction of judge issuing the order.
7. Date of next hearing before the court.
8. Date of issuance of the order.
9. Signature of judge issuing the order.