

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.

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

Sincerely,