

Sample Letter Confirming Appointment as Settlement Judge

Date:

Name:

Address:

Re: Settlement Conference

Dear Judge:

This is to confirm that the case is being referred to you in your capacity as a Settlement Judge. The parties/counsel in this matter are:

Plaintiff:

Counsel:

Contact Information:

Defendant:

Counsel:

Contact Information:

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

Sincerely,

Circuit Court Clerk

Enclosure