

JUDICIAL SETTLEMENT CONFERENCE PROGRAM

Checklist for Court Personnel

When Judge Decides to Order Case to a Judicial Settlement Conference:

- _____ List of settlement judges given to all parties. Parties are asked to choose a judge located within 100 miles of the settlement conference site when possible.

For [Judicial Settlement Conference Program Judges](#)

Note: Detailed contact information is available on the Intranet under People > Judicial Settlement Conference Program Judges

After Parties' Selection of Settlement Judge:

- _____ Provide settlement judge with dates and times that space is available in the courthouse to conduct the settlement conference.

- _____ Verify whether settlement judge will accept the case.

- _____ Order given to all parties.

For [Order of Designation & Referral to Settlement Conference](#)

Once the Order is Issued:

- _____ Mail the settlement judge a confirmation letter with the parties' contact information.

For [Sample Letter Confirming Appointment as Settlement Judge](#)

- _____ Mail the settlement judge a copy of the Order of Designation and Referral to Settlement Conference.

- _____ Mail OES a copy of the Order of Designation and Referral to Settlement Conference.

- _____ Mail a letter to counsel informing them that they must submit a pre-conference brief to the settlement judge.

For [Letter from Judge to Counsel](#)