

JUDICIAL SETTLEMENT CONFERENCE PROGRAM

Checklist for Court Personnel

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

The Internet list of settlement judges (without contact information) is 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. Please share with counsel or pro se parties **only** the judges' telephone numbers and **not** addresses.

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.

Prepare Order of Designation & Referral to Settlement Conference and copies of signed Orders for distribution.

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, as well as a copy of the Order of Designation and Referral to Settlement Conference. Show only [Address is Confidential] for the Settlement Judge.

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

Mail a copy of the Order of Designation and Referral to Settlement Conference to Dispute Resolution Services.

Mail a copy of the Order of Referral to counsel along with a cover letter with any additional details that would be helpful (i.e., what to include in the brief for the settlement judge)

Note: The settlement judge may mail a [letter to counsel](#) requiring them to submit a pre-conference brief and confirming the date, time and location of the conference.