

**SETTLEMENT CONFERENCE SUMMARY**

**CAPTION:** \_\_\_\_\_

**DISTRICT COURT JUDGE:** \_\_\_\_\_

**TRIAL POOL DATE:** \_\_\_\_\_ **JURY / NONJURY (Circle One)**

**COUNSEL ATTENDING SETTLEMENT CONFERENCE:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Client: \_\_\_\_\_

**CLIENT ATTENDING SETTLEMENT CONFERENCE:**

Name of Individual with full and complete settlement authority who will be present at the settlement conference (include company and position where applicable):

\_\_\_\_\_

**MOTIONS PENDING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER RELEVANT MATTERS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIOR DEMANDS/OFFERS (include demand/offer dates):**

\_\_\_\_\_  
\_\_\_\_\_

**ATTACH SYNOPSIS OF CASE** (The synopsis will include a candid discussion of the submitting party's factual and legal strengths and weaknesses in the case as well as an offer/demand settlement proposal and **IS STRICTLY LIMITED TO NO MORE THAN FIVE (5) PAGES.**)