

Settlement Conferences
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Updated March, 2016

- Settlement conferences are initiated by an order of referral from the assigned District Judge. E.D. Pa. Loc. R. Civ. Pro. 53.3(2), 53.3(4)(a).
- Contact the Magistrate Judge's chambers by email or phone to schedule.
- Discussions at the settlement conference are covered by Fed. R. Evid. 408.

Some advice

1. Be reasonable with the judge's staff and opposing counsel.
2. Read and follow the notice. If there are questions, feel free to call the judge.
3. Before the conference, make an honest assessment of your case and talk with your client about realistic goals.
4. Before the conference, talk to opposing counsel about settlement and exchange offers.
5. Have enough authority with you at the conference to settle the case. If you think there might be an issue, call the judge.
6. Prepare your client and yourself to talk with the judge about the case.
7. The goal at the conference is to convince, not to bludgeon.
8. Be prepared to explain your position in detail in a private conference with the judge. Be clear about what is confidential and what is not.
9. Let the judge know if you need help with a client.
10. Demands and offers are a special form of communication. Be clear about what you are doing and why.