

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

**SETTLEMENT CONFERENCE REQUIREMENTS**

At least five days prior to the Settlement Conference, a confidential Settlement Memorandum should be sent via email to chambers at [chambers\\_weilheimer@paed.uscourts.gov](mailto:chambers_weilheimer@paed.uscourts.gov). This document should **not** be docketed and should **not** be provided to opposing counsel. The Settlement Memorandum should include the following:

1. A brief summary of the case which includes the strengths and weaknesses from the perspective of the submitting party;
2. Copies of critical documents relevant to settlement (e.g. expert reports, photographs of the scene);
3. The most recent offer and demand and any insight as to why previous attempts to settle were unsuccessful;
4. The scope of settlement authority of the submitting party; and
5. Any other information that would benefit the Court in helping to effectuate a settlement.