

1

executive to appear at the Settlement Conference and, if a proposed settlement agreement
 is reached, to recommend the agreement to the governmental entity for its approval. An
 insured party shall appear with a representative of the carrier with full authority to negotiate
 up to the limits of coverage.

Personal attendance will rarely be excused by the Court, and only for substantial
hardship. A written application to be available by telephone rather than in person shall be
served on opposing counsel and lodged with the judge, along with the Settlement
Conference Statement.

9 Only upon written showing of good cause, submitted at least seven calendar days
10 prior to the settlement conference, will the Court excuse a party or Counsel from mandatory
11 attendance of the settlement conference. Parties or Counsel may be excused from
12 attending the settlement conference only upon written authorization from Judge Larson.

Parties or counsel who fail to attend the settlement conference, and where absence
is not authorized by Judge Larson, will be subject to sanctions, pursuant to Federal Rule of
Civil Procedure 16(f).

At least seven (7) calendar days before the Settlement conference the parties
 shall deliver directly to the magistrate judge *two copies* of a Confidential Settlement
 Conference Statement which should be lodged with chambers and should not be
 filed with the Clerk of the Court or served upon other parties.

The Confidential Settlement Conference Statement shall be as brief as possible and should rarely exceed 10 pages. It shall include the following:

22

1. A statement of the facts of the case.

A statement of the claims and defenses including, but not limited to, statutory
 or other grounds upon which the claims are founded, a forthright evaluation of the parties'
 likelihood of prevailing on the claims and defenses and a description of the major issues in
 dispute.

27

3. A summary of the proceedings to date.

28

**United States District Court** 

4. An estimate of the cost and time to be expended for further discovery, pretrial 1 2 and trial.

5. The relief sought.

3

4

5

7

19

21

22

23

24

25

26

27

28

6. The party's position on settlement, including a history of past settlement discussions as well as present demands and offers.

6 7. If there have been no prior discussions, plaintiff must serve a demand letter outlining its theories for recovery, supporting facts and damages in writing before the 8 conference, and defendant must respond in writing before the conference.

9 If the case involves any claims for injunctive relief, the parties must meet and confer 10 before the scheduled Settlement Conference in order to resolve as many issues as 11 possible. Results of the meet and confer must be included in the Settlement Conference 12 Statement. Failure to comply with these pre-conditions will result in forfeiture of the 13 Settlement Conference date.

14 Any request to continue the settlement conference shall be submitted in 15 writing after consultation with the opposing party. Submission by facsimile is 16 acceptable at facsimile number (415) 522-2140.

17 The parties shall notify Magistrate Judge Larson's chambers immediately if this case 18 settles prior to the date set for settlement conference.

3

20 DATED: January 21, 2009

Chief Magistrate Judge