

1 2	4. In the case of non-individual parties, an officer or representative with binding authority to settle this matter up to the full amount of the claim or last demand made; and
3 4	5. If any party is subject to coverage by an insurance carrier, then a representative of the insurance carrier with <u>authority to settle this matter up to the full amount of the claim or last demand</u> .
5 6	Any request for an exception to the above personal attendance requirements must be filed and served on all parties within fourteen (14) days of the issuance of this order. Such a
7	request will be strictly scrutinized for a showing of compelling justification.
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9	Any request to reschedule the Settlement Conference must be made in writing within
10	fourteen (14) days of the issuance of this order, and any such request must include five
11	alternate dates on which all counsel and other required attendees are available.
12	PREPARATION FOR SETTLEMENT CONFERENCE
12	In preparation for the settlement conference, each party shall submit a confidential settlement
	conference statement for in camera review. The statement shall contain the following:
14	1. A brief statement of the nature of the action.
15	2. The names of the people who will attend the settlement conference.
16	3. A <u>concise summary</u> of the evidence that supports your theory of the case, including
17	the names of individuals disclosed pursuant to Rule 26(a)(1)(A)(i), the Rule 26(a)(1)(A)(iii)
18	computation of damages, and the Rule $26(a)(1)(A)(iv)$ insurance information. You <u>must</u> provide all
19	information which documents or supports your damages claims. Copies of medical records or
20	treatment records need not be submitted but, rather, shall be provided in a table or summary format.
21	4. Attach to your statement any documents or exhibits which are relevant to key factual
22	or legal issues, including selected pages from deposition transcripts or responses to other discovery
23	requests.
24	5. An analysis of the key issues involved in the litigation. The analysis must include a
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26	discussion of the strongest points in your case, both legal and factual, <u>and a frank discussion of the</u>
27	weakest points as well. The Court expects you to present a thorough analysis of the key issues and
28	candid evaluation of the merits of your case.
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6. Identify and explain any obstacles to settlement, e.g. medical liens, statutory caps, or
 motions pending before the Court.

7. The history of settlement discussions, if any, which have occurred in this case.
Provide any demands, offers, or offers of judgment that have been made and, if applicable, the
reasons they have been rejected. Attach a copy of all settlement correspondence, including all
written demands or offers and responses thereto.

8. Provide the initial settlement proposal that will be presented at the settlement
conference with a justification for any monetary amount. The proposal must include any nonmonetary settlement terms that will be presented.

The settlement conference statements shall be received in chambers not later than May 7,
 2015. DO NOT SERVE A COPY ON OPPOSING COUNSEL. <u>DO NOT DELIVER OR</u>
 <u>MAIL COPIES TO THE CLERK'S OFFICE.</u>

The purpose of the statement is to assist the undersigned Magistrate Judge in preparing for and conducting the settlement conference. In order to facilitate a meaningful conference, your <u>utmost candor</u> in responding to all of the above-listed questions is required. **The settlement conference statement will remain confidential.** If this case does not settle, the settlement conference statement will not be disclosed to the judge who ultimately presides over the trial. Each statement will be securely maintained in my chambers, and will be destroyed following the conference.

In addition to the above requirements, the parties and counsel must be substantially
prepared to meaningfully participate in the Settlement Conference in good faith.

FAILURE TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS
ORDER WILL SUBJECT THE NON-COMPLIANT PARTY AND/OR COUNSEL TO
SANCTIONS UNDER FEDERAL RULE OF CIVIL PROCEDURE 16(f).

IT IS SO ORDERED.

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DATED: February 27, 2015

NANCY J. KOPPE United States Magistrate Judge

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