

1 authority to settle this matter up to the full amount of the claim or most recent demand to be present for
2 the duration of the conference.

3 If any party is subject to coverage by an insurance carrier, then a representative of the insurance
4 carrier with authority to settle this matter up to the full amount of the claim or most recent demand must
5 also be present for the duration of the settlement conference. This representative must be the adjuster
6 primarily responsible for the claim or an officer with supervisory authority over that adjuster. Third party
7 administrators do not qualify.

8 A request for an exception to the above attendance requirements must be filed and served at **least**
9 **three weeks prior** to the settlement conference. Counsel of record, individual parties, and a fully
10 authorized representative shall appear in person unless the court enters an order granting a request for
11 exception.

12 **PREPARATION FOR SETTLEMENT CONFERENCE**

13 In preparation for the settlement conference, the attorneys for each party shall submit a
14 confidential settlement conference statement for the Court's in camera review. The settlement conference
15 statement shall contain the following:

16 1. Identify, by name or status the person(s) with decision-making authority, who, in
17 addition to counsel, will attend the settlement conference as representative(s) of the party, and persons
18 connected with a party opponent (including an insurer representative) whose presence might substantially
19 improve the utility of the settlement conference or the prospects of settlement;

20 2. A brief statement of the nature of the action.

21 3. A concise summary of the evidence that supports your theory of the case, including
22 information which documents your damages claims. Please attach to your statement any documents or
23 exhibits which are relevant to key factual or legal issues, including selected pages from deposition
24 transcripts or responses to other discovery requests.

25 4. An analysis of the key issues involved in the litigation.

