

The parties shall be prepared to enter into meaningful and good-faith settlement negotiations at the conference. Any party appearing without authority to negotiate, or without the ability to contact a client with ultimate settlement authority readily throughout the settlement conference, may be sanctioned.

Each party shall provide, in confidence, a concise settlement memorandum, which shall include a brief description of (1) any liability disputes, (2) the key evidence the party expects to produce at trial, (3) the damages at issue in the case, (4) the party's settlement position¹ and (5) any other special issues that may have a material bearing upon settlement discussions (*e.g.*, outstanding liens, particularly contentious litigation history, etc.). This memorandum shall be submitted **at least two (2) full business days before the conference**. The memorandum shall include the case number, case name, and be no longer than five pages double-spaced. The memorandum shall be emailed directly to: **efile-north@laed.uscourts.gov**. The email subject line should read: **"Settlement Position Paper for [case number] on [date of conference]."** Do not mail hard copies of the settlement memorandum to chambers.

It is the duty of the plaintiff(s) to notify this Court if trial is continued or if this case is settled or otherwise disposed of prior to the date of the scheduled settlement conference, so that the matter may be removed from the Court's docket.

¹ Settlement position means something more than an argument of the merits of your case or a statement concerning the amount or terms of an outstanding demand or offer. For the Court and parties to be successful in the limited time provided for this settlement conference, you should provide the Court with a clear understanding of your and your client's actual evaluation of the case and an idea of where you believe the case should settle.

Prior to the conference, the plaintiff(s) is/are to have made a settlement demand and the defendant(s) is/are to have responded to that demand.

[A photo ID is required to enter the Courthouse.]