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8 **United States District Court**
9 **for the Central District of California**
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)	Case No.
Plaintiff(s),)	ORDER RE: SETTLEMENT
v.)	CONFERENCE
)	(Local Rule 16)
)	Date:
)	Time:
Defendant(s).)	Crtrm: 680, Roybal Federal
)	Building

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18 This matter has been set for a settlement conference with **Judge Audrey B. Collins** at
19 the above date, time, and place. The parties should read and follow the procedure set forth in
20 Local Rules 16. In summary, the following procedure will be used:

- 21 1. **Settlement Conference Letters.** The parties shall submit confidential
22 settlement conference letters, in accord with Local Rule 16-14.5, to the court **at least three (3)**
23 **court days before the conference**, and shall exchange non-confidential letters with other
24 counsel. The letters shall summarize the important issues and the party's position on each
25 issue, shall contain information regarding damages in non-conclusionary form, and shall
26 summarize the course of negotiations up to that point. The letters shall be brief (not to
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1 exceed five (5) pages) and to the point and shall not include mass numbers of exhibits; counsel
2 are to keep in mind that the purpose of the letter is to familiarize the Court with the issues in the
3 case, not to try the case. Proposals for settlement and counsel's own evaluation of the case not
4 yet communicated to opposing counsel should be included in the separate confidential
5 settlement letter.

6 2. **Persons Present.** *At the settlement conference, all persons whose consent is*
7 *necessary to conclude settlement shall personally be present. As an exception, out-of-district*
8 *parties, or agents empowered to settle, may be available by telephone provided they are*
9 *realistically in fact at the telephone, until released by counsel even if after normal business*
10 *hours at the place where the party or agent is located. Counsel are responsible to see that this is*
11 *done. In the case of a corporate party, the person who can say "yes" as well as "no" to a*
12 *settlement proposal must be the person present. If the settlement proposal must be presented*
13 *to a board or committee, the person whose recommendation is normally followed by the board*
14 *or committee must be the person present. Where an insurer will pay or contribute to a*
15 *settlement, Insurance Representatives including all parties and their counsel must be present*
16 *or available to participate by speaker phone in the conference.*

17 3. **Conduct of the Conference.** The Court will confer with the attorneys and
18 claims representatives, if any, jointly and separately. Each party shall be prepared to negotiate
19 for so long as prospects of settlement are not foreclosed, even after normal court hours. The
20 Court may confer with the parties in the presence of their attorneys. If settlement is reached, it
21 will be placed on the record at the conclusion of the conference.

22 4. **Optional Requirements.** The Court may require any of the procedures set
23 forth in Rule 16-14.6.

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25 Date:

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AUDREY B. COLLINS
Chief United States District Judge