

HOW TO WRITE A SETTLEMENT CONFERENCE STATEMENT

This template was prepared by the Justice & Diversity Center, a nonprofit organization, and is not an official court form. It can be used in civil lawsuits in the Northern District Court of California. This template provides guidance only. Using this template does not guarantee any result.

★ HOW TO GET LEGAL INFORMATION & ADVICE

This template provides general guidance about writing and submitting a Settlement Conference Statement. Before submitting your Statement, make an appointment for free legal information and advice at one of the Legal Help Centers.

APPOINTMENTS – Based on the courthouse where complaint was filed

- ★ SAN FRANCISCO, OAKLAND, OR EUREKA-MCKINLEYVILLE
Federal Pro Bono Project | fedpro@sfbar.org | (415) 782-8982
NOTE: Contact for scheduling only – no legal advice is given when scheduling.
- ★ SAN JOSE
Federal Pro Se Program | (408) 297-1480
Drop-in hours Tuesday and Thursday from 9:00 a.m. to 4:00 p.m.
280 South 1st Street, 2nd Floor, Room 2070, San Jose

★ UNDERSTANDING LAWS & RULES

The Legal Help Centers (see above) are the best resource for people without lawyers. There are other resources for understanding the laws and rules of the Court:

1. **Handbook for Pro Se Litigants** – The Handbook is a procedural guide for people who are representing themselves. It was prepared by the Court and is available at the Clerk’s Office or on the Court’s website at: <https://www.cand.uscourts.gov/pro-se-handbook/>.
2. **Legal Research Guide for Pro Se Litigants** – The Guide provides information for people who are representing themselves about how to do legal research, like finding statutes and decisions in other cases. It was prepared by the Justice & Diversity Center and is available at the Legal Help Centers and at: <https://www.cand.uscourts.gov/pro-se-litigants/legal-help-center-templates-packets/>.
3. **Federal Rules of Civil Procedure** – These Rules explain the procedures from filing through trial for all civil cases in the federal courts across the country and are available at: <https://www.uscourts.gov/rules-policies>.
4. **Civil Local Rules** – The Civil Local Rules follow the same numbering as the Federal Rules of Civil Procedure, but generally provide more detail. They apply in this District only and are available at: <https://www.cand.uscourts.gov/rules/civil-local-rules/>.

★ WHEN TO SUBMIT THE SETTLEMENT CONFERENCE STATEMENT

Most Settlement Conference Statements are due 7-10 days before the Settlement Conference date. Be sure to check the Order from the Settlement Judge to determine your due date.

★ HOW TO COMPLETE THE SETTLEMENT CONFERENCE STATEMENT

1. **Review the Settlement Judge's Order** – This is a general template for a Settlement Conference Statement. You may need to add to or change this template. Your settlement judge may have other requirements for what should be in the statement and/or how to submit the Statement. The Order setting the date of the Settlement Conference usually tells you what information should be included. You should also check the settlement judge's Standing Orders and any other Orders issued in the case regarding the Settlement Conference. Additionally, the settlement judge might require the parties to send a **confidential settlement letter** directly to them, but not to the opposing party. The Settlement Conference Statement should **not** be filed with the Court; it is submitted directly to the settlement judge.
2. **Fill in the case information** – On the top of the first page, write your name, address, and check the box for the division to which your case has been assigned. Write in the plaintiff's and defendant's names in the middle of the page. Then, write in the case number, the judge's name and the time and date of the Settlement Conference.
3. **Complete each section** – Follow the instructions written in each section of the Settlement Conference Statement. Add or remove sections as needed to comply with the settlement judge's Order. If you are not sure what to write, make an appointment at the Legal Help Center.
4. **Add final details** – At the bottom of each page, write in the case number and each page number.
5. **Review and sign your Statement** – Read your Statement to make sure all sections are filled in and complete. Sign and date your Statement.
6. **Prepare the Certificate of Service** – A Certificate of Service is a document that lets the Court know that you served a certain other document. To prepare the Certificate, follow the instructions on it.
7. **Mark your calendar** – Put the Settlement Conference date on your calendar and be sure to show up. If you need help preparing for the Settlement Conference, make an appointment at the Legal Help Center.

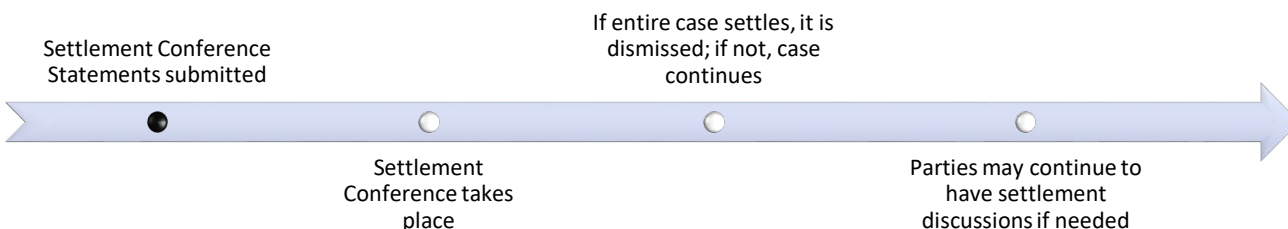
★ SUBMITTING & SERVING YOUR STATEMENT

1. **Copies** – Once the documents are complete, make two (2) copies of each. If there is more than one plaintiff or defendant, you will also need one copy for each of them.
2. **Serve the Statement** – Be sure that the Statement and Certificate are served on each other party. Service by email is possible if the parties have agreed to exchange the Settlement Conference Statements by email. **Do not file** your Statement with the Court.

3. **Submit the Statement to the Settlement Judge’s Chambers** – Check the settlement judge’s Standing Order for settlement conferences (or to any specific Orders issued by the judge) to determine how you are to submit the statement to the settlement judge’s chambers. Most settlement judges have a separate email address where parties are to send their statements. If you have any questions about how to deliver your Settlement Conference Statement to the settlement judge, please contact the Legal Help Center.

★ WHAT’S NEXT?

The timeline below lists what generally happens after the Settlement Conference Statements are filed. The Legal Help Centers (see page 1) can provide guidance about these steps.



★ STAY UP TO DATE

1. **Communications** – Check your mail and tell the Court if you move. You must file a notice with the Clerk right away if your mailing address, email, or phone number changes or you may miss important deadlines, causing you to lose your case.
2. **Tracking** – Keep track of your case. A list of the documents that have been filed, and (usually) the documents themselves can be viewed online. Review the Pro Se Handbook Chapter 7 and contact the Legal Help Center to learn to access documents.
3. **Guidance** – Visit the Legal Help Center for more information about what happens next.

1 Your Name: _____

2 Address: _____

3 _____

4 Phone: _____

5 Email: _____

6 Pro Se

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**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

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10 Division [check one]: San Francisco Oakland San Jose Eureka-McKinleyville

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_____) Case Number: _____

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Plaintiff,

[Check box for party submitting statement]:

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v.

Plaintiff's Defendant's

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SETTLEMENT CONFERENCE STATEMENT

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_____) DATE: _____

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_____) TIME: _____

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_____) SETTLEMENT JUDGE:

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Defendant.

Hon. _____

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[Check the Standing Orders or any specific orders issued in your case to determine whether this template needs to be modified to comply with the settlement judge's requirements. Be sure you are looking at the settlement judge's orders and not those of the judge assigned to your case.]

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4. FACTS IN DISPUTE

If you and the opposing side disagree about the facts in this case, list each of those disputed facts.

5. RELIEF SOUGHT

If you are the plaintiff, state what you want from the other side or what you would like the Court to do. You may ask for money, and/or something else, such as an order from the Court for the opposing side to do or not do something. If you are requesting money, state the amount and how you calculated it. If you are the defendant, state your understanding of what the plaintiff wants.

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6. ISSUES TO BE RESOLVED BEFORE SETTLEMENT

If there are any issues that if resolved now could help you settle this case, state those issues here. If you are not aware of any such issues, leave this section blank.

7. SETTLEMENT OFFERS

Describe any past settlement discussions between you and the other side. Then, write your current settlement offer, including money and non-monetary relief.

Past settlement offers by either side:

Current settlement offer:

Date: _____ Signature: _____
Print Name: _____

1 Insert this page as needed to continue any section.

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