

## Instructions: Writing 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 certain civil lawsuits in the Northern District Court of California. *Using this template does not guarantee any result in your case.*



### HOW TO GET LEGAL INFORMATION AND ADVICE

This packet provides general guidance about submitting a settlement conference statement. *Before submitting*, make an appointment for free legal information and advice at one of the Legal Help Centers.



If the case is assigned to a judge in the San Francisco, Oakland, or Eureka federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Bono Project: 415-782-8982



Sign up in the appointment book at either:

450 Golden Gate Ave., 15th Floor, Room 2796, San Francisco or  
1301 Clay Street, 4th Floor, Room 470S, Oakland



Email us at [federalprobonoproject@sfbbar.org](mailto:federalprobonoproject@sfbbar.org)

*This email is to schedule appointments only-no legal advice is given over email.*



If the case is assigned to a judge in the San Jose federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Se Program: 408-297-1480



*Monday to Thursday 9:00 am - 12:00 pm*, drop in at

The Law Foundation of Silicon Valley, 152 North 3rd St., 3rd Floor, San Jose

*Monday to Thursday 1:00 pm - 4:00 pm*, drop in at

280 South 1st Street, 2nd Floor, Room 2070, San Jose



### WHEN TO SUBMIT A SETTLEMENT CONFERENCE STATEMENT

**Most Statements are due 7-10 days before the Settlement Conference.** ⚠️ Check the Order from the Settlement Judge.



### CHECKLIST: HOW TO PREPARE A SETTLEMENT CONFERENCE STATEMENT

- Review the Settlement Judge's Order.** This is a general template for a settlement conference statement. Your settlement judge may have other requirements for what should be in the statement. The Order setting the date of the Settlement Conference usually tells you what information should be included. You may need to add to or change this template. You can also visit the Legal Help Center to get a template specific to your judge.
- Add the case information.** Fill in the blanks on the first page.

- Complete each section.** You should fill out each Section. If you are not sure what to write, make an appointment at the Legal Help Center.
- Review, finalize, and sign.** On the bottom of each page, fill in the case number and page numbers. Read the Statement to make sure it is correct and complete. Sign and date.
- Prepare the Certificate of Service.** Each document that you submit must be “served” on each other party, usually by sending it in the mail. Follow the instructions on the Certificate of Service.
- 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.



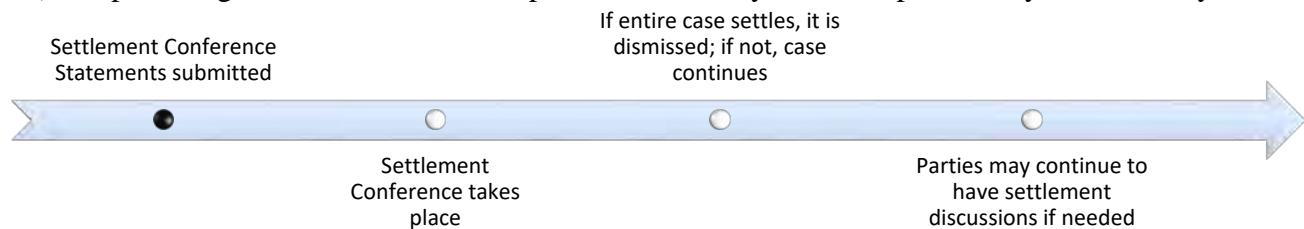
### SUBMITTING AND SERVING YOUR STATEMENT

1. **Make copies.** Once the documents are complete, make two copies of each. (If there is more than one plaintiff or defendant, you will also need one copy for each of them.)
2. **Submit the Statement.** Deliver or mail the *original plus two copies* of the documents to the Clerk’s Office at the courthouse *where the Settlement Judge is located*. The Clerk will take the original and one copy. The other copy is for you to keep after the Clerk stamps it. If you file by mail, include a self-addressed, stamped envelope so that the Clerk can send a copy back to you.
3. **Serve the Statement.** Be sure the Statement and Certificate are served on each party.



### TIMELINE: SETTLEMENT CONFERENCE

The timeline below lists what generally happens after the Statements are filed. The Legal Help Centers (see page 1) can provide guidance about these steps, and have many other templates for you to use in your case.



### STAY UP TO DATE

1. **Update your contact information.** File a notice with the Clerk right away if your address, email, or phone number changes, or you may miss important deadlines, causing you to lose your case.
2. **Check your mail.** Be sure to check regularly for documents from the Court and opposing side.
3. A list of the documents that have been filed, and (usually) the documents themselves can be viewed online. See Chapter 7 of the Handbook (below), and contact the Legal Help Centers.



### UNDERSTANDING THE LAWS AND RULES

The Legal Help Centers (see page 1) 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 [www.cand.uscourts.gov/prosehandbk](http://www.cand.uscourts.gov/prosehandbk).
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 [www.cand.uscourts.gov/Legal-Help-Center-Templates](http://www.cand.uscourts.gov/Legal-Help-Center-Templates).
3. **Federal Rules of Civil Procedure ("FRCP").** These Rules explain the procedures from filing through trial for all civil cases in federal courts across the country, and are available at [www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf](http://www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf).
4. **Local Rules.** The Local Rules follow the same numbering as the FRCP, but generally provide more detail. They apply in this District only, and are available at [www.cand.uscourts.gov/localrules/civil](http://www.cand.uscourts.gov/localrules/civil).

1 Your name: \_\_\_\_\_  
2 Address: \_\_\_\_\_  
3 \_\_\_\_\_  
4 Phone Number: \_\_\_\_\_  
5 E-mail Address: \_\_\_\_\_

6 Pro se

8 UNITED STATES DISTRICT COURT  
9 NORTHERN DISTRICT OF CALIFORNIA

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

11 )  
12 ) Case Number: \_\_\_\_\_  
13 )  
14 ) [Check box for party submitting statement]:  
15 )  Plaintiff's  Defendant's  
16 ) **SETTLEMENT CONFERENCE STATEMENT**  
17 )  
18 ) DATE: \_\_\_\_\_  
19 ) TIME: \_\_\_\_\_  
20 ) SETTLEMENT JUDGE:  
21 ) Hon. \_\_\_\_\_  
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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.*

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**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:

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Current settlement offer:

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Date: \_\_\_\_\_ Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_



1 *Insert this page as needed to continue any section.*

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SETTLEMENT CONFERENCE STATEMENT

CASE NUMBER: \_\_\_\_\_; PAGE \_\_\_\_ OF \_\_\_\_ [JDC template -7/17]

**CERTIFICATE OF SERVICE OF DOCUMENT OTHER THAN COMPLAINT**

*\* You must serve each document you file by sending or delivering to the opposing side. Complete this form, and include it with the document that you file and serve.\**

1. **Case Name:** \_\_\_\_\_ v. \_\_\_\_\_

2. **Case Number:** \_\_\_\_\_

3. **What documents were served?** Settlement Conference Statement

4. **How was the document served?** *[check one]*

Placed in U.S. Mail

Hand-delivered

Sent for delivery (e.g., FedEx, UPS)

Sent by fax (if the other party has agreed to accept service by fax)

5. **Who did you send the document to?** *[Write the full name and contact information for each person you sent the document.]*

_____	_____
_____	_____
_____	_____
_____	_____

6. **When were the documents sent?** \_\_\_\_\_

7. **Who served the documents?** *[Whoever puts it into the mail, faxes, delivers or sends for delivery should sign, and print their name and address. You can do this yourself.]*

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_