

## **PREPARATION FOR SETTLEMENT CONFERENCE**

All communications made in connection with the settlement conference are confidential and will not be disclosed to anyone. Any documents requested and submitted for a settlement conference will be maintained in Chambers.

In preparation for the scheduled settlement conference, the attorneys for each party should submit to me the following:

1. A brief analysis of key issues involved in the litigation.
2. Copies of any critical agreements, business records, photographs, or other documents or exhibits.
3. A description of the strongest and weakest points in your case, both legal and factual.
4. A description of the strongest and weakest points in your opponent's case, both legal and factual.
5. Status of any settlement negotiations, including the last settlement proposal made by you and to you.
6. Settlement proposal that you believe would be fair.
7. Settlement proposal that you would be willing to make in order to conclude the matter and stop the expense of litigation.

Thank you for your cooperation in this matter.

Hon. Mark D. Clarke  
United States Magistrate Judge

James A. Redden United States Courthouse  
310 West Sixth Street  
Medford, OR 97501  
Fax: 541-608-8770  
rebecca\_moore@ord.uscourts.gov