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UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF NEVADA

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In re:	)	Bankruptcy No:
	)	Chapter
	)	
Debtor(s).	)	ADV. NO.:
_____	)	
	)	Hearing Date:
	)	Hearing Time:
	)	
Plaintiff(s),	)	
vs.	)	
	)	
Defendants(s).	)	
_____	)	

ORDER SCHEDULING SETTLEMENT CONFERENCE

A settlement conference is hereby ordered to commence on \_\_\_\_\_, at \_\_\_\_\_ before U.S. Bankruptcy \_\_\_\_\_ at the United States Courthouse, 300 Booth Street, \_\_\_\_\_ Fifth Floor or \_\_\_\_\_ First Floor, Reno, Nevada.

All counsel of record that will be participating in the trial of this case, all parties appearing pro se, if any, and all individual parties must be present.

In the case of non-individual parties, counsel shall arrange for a representative, with binding authority to settle, to be present in court for the duration of the settlement conference. Only upon obtaining an order from the settlement conference judge in advance of the settlement conference may a client participate telephonically.

1           **Any requested exception to the attendance requirements must be submitted to the**  
2 **settlement conference judge for approval in advance of the settlement conference.**

3                           **PREPARATION FOR SETTLEMENT CONFERENCE**

4           *No later than seven business days before the settlement conference, the parties shall*  
5 *exchange written settlement offers.* No later than four business days before the settlement  
6 conference each party shall submit a confidential settlement conference statement, *which will*  
7 *include a copy of the last settlement offer,* to the **chambers of**                           for in  
8 camera review. If not timely submitted, sanctions may be imposed. The settlement conference  
9 statement shall be no longer than 5 double-spaced pages. The settlement conference statement shall  
10 contain the following:

- 11           1.       A brief statement of the nature of the action.
- 12           2.       A concise summary of the evidence that supports your theory of the case, including  
13 information documenting your damages claims. You may attach to your statement a limited number  
14 of documents or exhibits that are especially relevant to key factual or legal issues.
- 15           3.       A brief analysis of the key issues involved in the litigation.
- 16           4.       A discussion of the strongest points in your case, both legal and factual, and a frank  
17 discussion of the weakest points as well. The court expects you to present a candid evaluation of  
18 the merits of your case.
- 19           5.       A further discussion of the strongest and weakest points in your opponents' case,  
20 but only if they are more than simply the converse of the weakest and strongest points in your case.
- 21           6.       A history of settlement discussions, if any, which details the demands and offers  
22 which have been made, and the reasons they have been rejected.
- 23           7.       The settlement proposal that you believe would be fair.
- 24           8.       The settlement proposal that you would honestly be willing to make in order to  
25 conclude this matter and stop the expense of litigation.

26           The settlement conference statement should be delivered to chambers in an envelope

1 clearly marked "Contains Confidential Settlement Brief" or faxed to the settlement conference  
2 judge.

3 The purpose of the settlement conference statement is to assist the judge in preparing for  
4 and conducting the settlement conference. In order to facilitate a meaningful conference, your  
5 utmost candor in responding to all of the above listed questions is required. The confidentiality of  
6 each statement will be strictly maintained and following the conference, the statements will be  
7 destroyed.

8 DO NOT SERVE A COPY ON OPPOSING COUNSEL. DO NOT DELIVER OR MAIL  
9 THE STATEMENT TO THE CLERK'S OFFICE.

10 **The settlement conference shall not be continued or vacated without prior approval**  
11 **of the judge assigned to the case.**

12 FAILURE TO APPEAR WILL RESULT IN THE IMPOSITION OF SANCTIONS. IF  
13 THE MATTER IS SETTLED BEFORE THE SETTLEMENT CONFERENCE DATE, THE  
14 PARTIES MUST NOTIFY THE SETTLEMENT CONFERENCE JUDGE'S CALENDAR CLERK  
15 SO THAT THE MATTER CAN BE TAKEN OFF CALENDAR.

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