

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO
GENERAL DIVISION

Case No.: _____

Judge _____

SETTLEMENT CONFERENCE NOTICE

TO ALL COUNSEL:

It is hereby ORDERED that a Settlement Conference will be held on _____, 20____, at _____ .M.

Settlement Memoranda must be received by the Court by _____, 20____. Settlement Memoranda will not be filed nor made a part of the record, and will be returned to counsel at the conclusion of the Settlement Conference.

Prior to the Settlement Conference the designated trial attorneys for all the parties shall meet together for the purpose of arriving at stipulations and agreements, all for the purpose of simplifying the issues to be tried.

The attorneys for each party shall then prepare a Settlement Memorandum which shall be received by the Court by the date stated above. The Memorandum shall be concise and shall state the date the conference between the parties was held and then address in numerical order the following items:

1. The elements of each claim or defense asserted by the party filing the Memorandum.
2. A brief statement of the claimed facts supporting your claim(s) or defense(s) against all other parties; a statement of admitted or undisputed facts; and, a statement of remaining issues of fact to be tried.
3. Any amendments required to the pleading.
4. Any tender of issues in the pleadings that are to be abandoned.
5. A proposal for settlement of the claim(s) or defense(s). This proposal may be submitted in camera.

The Settlement conference shall be attended by the designated trial attorney and a representative of each party who has authority to represent that party in settlement negotiations. Should the designated trial attorney fail to appear, or to comply with the directions set out above, the Court shall set a Rule 4.07(G) hearing.

Judge