

SEVENTH JUDICIAL DISTRICT
STATE OF COLORADO

ADMINISTRATIVE ORDER 96-04 Settlement Conferences

Court Settlement Conferences

Unless otherwise ordered by the court, the following requirements shall apply to all court settlement conferences requested and agreed to by the parties and/or ordered by the court:

- (a) At the time a case is set for settlement conference, counsel for plaintiff is responsible for contacting the assigned judge for purposes of a settlement conference date(s).
- (b) Each party and their authorized representative shall be present at each settlement conference. An authorized representative shall have authority to settle the matter or have direct access at the time of the settlement conference to the person who has such authority to settle.
- (c) No later than five days prior to the settlement conference each party shall file, with the settlement conference judge, a confidential settlement letter/memorandum setting forth:
 - (1) The nature of the action and factors pertinent to settlement;
 - (2) The issues to be resolved;
 - (3) Amounts of settlement offers and counteroffers;
 - (4) The parties assessment of the monetary value of the case and supporting factors;
 - (5) Other considerations or information the parties may wish to include.
- (d) The letter/memorandum shall not become part of the file.

The failure of the parties to comply with any of the requirements above may result in sanctions being imposed by the court.

Done this 20th day of May, 1996



Robert A. Brown
Chief Judge