



Settlement Conference Checklist

To be prepared for a settlement conference, be sure you have:

- Authority to settle
- A clear explanation of the dispute (a simple story)
- Your position in the dispute clearly defined, list the points you need to prove your case
- Facts and evidence to support your case, how will you prove each point
- Necessary documents organized in a logical order
- Schedule for delivery of reports, documents or other evidence
- List of witnesses
- Summary of what each witness will present
- Written statements/opinions of expert witnesses
- Considered other parties position and evidence
- Prepared statements to rebut the other party's position
- Disclosure of information from the other party (if needed)
- Enough copies of the documents you intend to rely upon for the judge and all parties
- A list of prepared questions you wish to ask (judge and other party)