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IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF DESCHUTES

_____)	Case No.
)	_____
Plaintiff/Petitioner,)	
)	
v.)	SETTLEMENT CONFERENCE ORDER
_____)	
)	
Defendant/Respondent.)	

IT IS HEREBY ORDERED that the parties and their counsel shall appear for a settlement conference on _____, at _____ a.m./p.m., before Judge _____.

Each attorney and party or representative of a corporation or insurance company who has full authority to settle and compromise the litigation shall personally appear at the settlement conference.

Each attorney or party shall submit to the settlement judge, no less than one (1) business day prior to the scheduled settlement conference, a settlement memorandum. The memorandum shall contain the following:

1. A brief analysis of the issues involved in the litigation.
2. Status of any settlement negotiation, including the last settlement proposal made by you and received by you.
3. A settlement proposal that you believe would be fair.
4. Any obstacles to settlement.

1 This document should not exceed three pages in length and does not have to be served on other
2 attorneys or parties. In domestic relations cases each attorney shall also provide to the settlement
3 judge a proposed distribution of assets and liabilities, and if support is involved, a proposal for child
4 and/or spousal support, no less than one (1) business day prior to the scheduled settlement conference.

5 This document shall be served on the opposing attorney or party. All documents and information
6 submitted to the settlement judge shall be presumed confidential unless a copy is provided to the
7 opposing side(s).

8 The attorneys for the parties shall determine with certainty the amount of any third party liens or
9 subrogated interests to the settlement conference. The third party claims representative shall be
10 available by telephone if such interests need to be considered and resolved as part of any settlement.

11 Motions for continuance of a settlement conference shall be made in a timely manner to the
12 settlement conference judge. No settlement conference shall be reset if it would interfere with a
13 scheduled trial date without the permission of the assigned trial judge. Any request to depart from this
14 settlement conference order must be made to the settlement conference judge.

15 DATED this _____ day of _____, 20____.

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Circuit Court Judge

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26 Page 2 of 2 - SETTLEMENT CONFERENCE ORDER