

SETTLEMENT CONFERENCE INSTRUCTIONS
Judge Janice M. Stewart

All parties must attend the settlement conference in person, except that an individual with full settlement authority to negotiate and consummate a settlement on behalf of a party may appear for that party. If any party will seek input from any third person(s) regarding decisions associated with the settlement of a case, that third person also must be present during the settlement conference. A party may be subject to sanctions who, without prior court approval, fails to have all persons with full settlement authority present. Such sanctions may include costs and attorney fees of the other parties attending the settlement conference.

The settlement conference shall not be used as a vehicle to facilitate the commencement of settlement negotiations. Not later than **two days** prior to the settlement conference, the parties must have exchanged at least two written settlement offers.

Not later than **two days** prior to the settlement conference, the parties must mail, fax, or deliver **directly to Judge Stewart's chambers** (1107 United States Courthouse, 1000 S. W. Third Avenue, Portland, Oregon 97204-2902, Tel: (503) 326-8260, Fax: (503)326-8269) a confidential written settlement statement setting forth:

- (1) the relevant positions of the parties concerning factual issues, legal issues, and damages;
- (2) the settlement negotiation history, including the specific demands and offers that have been conveyed;
- (3) settlement proposal that you believe would be fair and are willing to make in order to conclude the matter and stop the expense; and
- (4) the names and positions of the individuals who will be attending the settlement conference.

All communications made in connection with a settlement conference are confidential and will not be disclosed to anyone, including the trial judge. Similarly, documents submitted will not be made part of the record and will be returned to the appropriate party or destroyed at the conclusion of the settlement conference.