

Settlement Conference Preparation Checklist

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Preparation Checklist for Upcoming Settlement Conference

Checklist Items:

- Review case details and relevant documents.
- Summarize key issues and points for negotiation.
- Prepare a list of settlement proposals.
- Gather and organize supporting evidence.
- Identify potential compromises.
- Designate a representative for discussions.
- Confirm the availability of all parties involved.
- Arrive at the venue at least 30 minutes early.
- Bring necessary documents and materials.

Please ensure that all items on this checklist are completed prior to the settlement conference scheduled for [Insert Date].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]