

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE
Office of the Clerk

INSTRUCTIONS CONCERNING
SETTLEMENT CONFERENCES

The lead attorney who will try the case for each party shall appear, and it is expected that counsel will be fully authorized to accomplish settlement of this case and prepared to engage in effective settlement negotiations. In addition, the parties, or representatives of corporate parties, **WITH FULL SETTLEMENT AUTHORITY**, must be present in person at the conference. If any part of the potential liability of a party is insured, or subject to indemnity, a representative of an insurer or indemnitor with authority to pay the full policy of indemnity limits, must be present in person at the conference.

All participants should allocate adequate time for the settlement conference. Although the settlement conference may conclude in the early afternoon, all participants should clear their calendars for the entire day through 5:30 p.m. Judge [Referred Judge's Last Name]'s commitment is to work with the parties for as long as necessary.

Counsel shall submit to Magistrate Judge [Magistrate Judge]'s chambers, not later than five (5) days before the scheduled settlement conference, an in camera statement setting forth their respective positions concerning all issues involved in the case, including the rationale for such positions. Such statements shall be for purposes of the Judge's review only and solely for use in this settlement conference.

Counsel will be expected to have discussed the prospect of settlement with their client(s) before the conference. It is further expected that after such discussions, the parties will have made at least one settlement offer and counter-proposal in good faith.