**Settlement Conference Worksheet**

Before your settlement conference, complete this worksheet to help you prepare.

**A brief overview of the dispute. (In chronological order explain what happened):**



**Your position (what you are asking for):**



**You need to prove:**

**What you have to prove it:**

**The other party’s position:**

**Your response to their position:**



**Witnesses (if any):**

| **Name of Witness** | **Summary of what they will present** |
| --- | --- |
|  |  |

**Questions you wish to ask judge or other party:**

**Notes**