**Settlement Conference Checklist**

To be prepared for a settlement conference, be sure you have:

* Authority to settle
* A clear explanation of the dispute (a simple story)
* Your position in the dispute clearly defined, list the points you need to prove your case
* Facts and evidence to support your case, how will you prove each point
* Necessary documents organized in a logical order
* Schedule for delivery of reports, documents or other evidence
* List of witnesses
* Summary of what each witness will present
* Written statements/opinions of expert witnesses
* Considered other parties position and evidence
* Prepared statements to rebut the other party’s position
* Disclosure of information from the other party (if needed)
* Enough copies of the documents you intend to rely upon for the judge and all parties
* A list of prepared questions you wish to ask (judge and other party)