

1. **Parties and counsel, if any, must appear in person. If a party representative is a participant, that party representative must have authority to resolve the disputed issues.**

2. The parties shall exchange written settlement proposals no later than **5:00 p.m., on _____, _____, 20__** [DATE – 1 week prior to settlement conference hearing date].

3. The parties are required to e-mail Judge Hollowell three (3) days prior to the settlement conference hearing date, a short addressing the following issues:

- a) A brief review of the procedural status of the case;
- b) A brief factual overview;
- c) Identification of the key factual and legal issues in dispute including a detailed “damages” analysis;
- d) A bullet-style list of your factual/legal strengths;
- e) A candid, bullet-style list of the other party’s factual/legal strengths, along with your response;
- f) The underlying business or personal needs of *both* parties from a non-monetary perspective;
- g) An explanation of what impediments, if any, exist to a satisfactory settlement of the issues among these parties;
- h) A statement of the terms upon which such party would be willing to settle the outstanding issues in the case, including, but not limited to, a copy of the written settlement proposal exchanged pursuant to this Order;

- i) Any proposals for particular settlement or dispute resolution techniques that ought to be used by the settlement judge.
- j) What time constraints, if any, affect the reaching of a satisfactory settlement; and
- k) A direction to the settlement judge of which portions, if any, of the file should be reviewed prior to the conference.

4. The foregoing Statements shall not be filed with the Clerk of the Court and shall not be served on the other parties. These are for the settlement judge's review only and shall remain confidential and will not be disclosed to anyone including the trial judge. The parties are urged to be fully candid and forthright in their assessment of the present situation.

5. By agreeing to participate in the settlement conference, parties and counsel understand and agree that the settlement judge cannot be called as a witness for any purpose including discovery.

IT IS SO ORDERED.

DATED AND SIGNED ABOVE.

To be NOTICED by the BNC
("Bankruptcy Noticing Center") to:

Debtor(s)

Attorney for Debtor(s), if any

Other Counsel