



**OREGON JUDICIAL DEPARTMENT
WASHINGTON COUNTY CIRCUIT COURT**

TWENTIETH JUDICIAL DISTRICT

Washington County Courthouse
145 NE Second Avenue
Hillsboro, OR 97124

Rules and Expectations for Civil Judicial Settlement Conferences

The court expects all parties, their attorneys and whomever has settlement authority to appear in person for a settlement conference. A local person with settlement authority must appear and if that person needs to seek additional authority, that additional person must be available by phone or other electronic means during the hours of the settlement conference. The parties will need prior authorization from the court for anyone to appear remotely. This request must be in writing and filed 10 business days in advance. These requests will be decided on a case-by-case basis.

The parties need to submit a confidential settlement memorandum not more than **two (2)** pages. It must be submitted by 12:00 pm **AT LEAST TWO (2) BUSINESS DAYS** before the JSC for the court to review. The memo should address the following things:

1. Who is your client and what should I know about them or the entity that is involved in the litigation?
2. A short statement of the facts that led to the legal dispute.
3. What are the claims and defenses that are being asserted?
4. What is your client's best claim/defense and what is their weakest?
5. Obstacles to settlement to date from your client's perspective.
6. Are there any pending legal issues that might impact settlement? (Pending motions?)
7. If there are lien holders, have they been notified and are they available to participate if they are asserting their lien? They do not need to be in person, they just need to be available.
8. What is the range you see this case settling? Please do not give me your settlement authority limits.

We look forward to trying to assist in resolving your dispute.

Sincerely,

Judge Erik Buchér
Judge Hafez Daraee
Judge Brandon Thompson