

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

|               |   |     |
|---------------|---|-----|
|               | ) |     |
|               | ) |     |
| Plaintiff,    | ) |     |
|               | ) |     |
| vs.           | ) | No. |
|               | ) |     |
|               | ) |     |
| Defendant(s). | ) |     |

**SETTLEMENT CONFERENCE ORDER**

**IT IS HEREBY ORDERED:**

1. A court-assisted settlement conference is set to proceed in this matter on \_\_\_\_\_ at \_\_\_\_\_.
2. This court-assisted settlement conference was set at the request of the parties and shall proceed in the same manner as a mediation session.
3. Pursuant to the parties' agreement, anything done or said at the settlement conference shall not serve as the basis for any motion for substitution of judge pursuant to 735 ILCS 5/2-1001(a)(2) and/or (a)(3), and such right is expressly waived.
4. Each party and counsel agree to participate in the settlement conference in good faith.
5. The parties understand that the Court acts as a mediator assists and guides the parties toward their own resolution. During the settlement conference, the Court does not decide the outcome, but helps the parties understand and eliminate the obstacles to reach a resolution. In other words, the Court only acts as a neutral who assists the parties to arrive at a settlement.
6. The parties agree that nothing said or done in the settlement discussions shall serve as substantive evidence in the case.
7. Parties, clients, adjusters, officers, counsel, or other persons with ultimate settlement authority are **REQUIRED** to attend the settlement conference unless excused by the Court.
8. The plaintiff shall provide the defendants with a settlement conference memorandum twenty-one (21) days before the settlement conference.
9. The defendant(s) shall provide plaintiff with a responsive Settlement Conference Memorandum seven (7) days before the settlement conference.
10. Courtesy copies of each parties Settlement Conference Memorandum shall be provided to the Court by emailing a copy to [d4crt111orders@cookcountycourt.com](mailto:d4crt111orders@cookcountycourt.com) with a copy to [ccc.d4rm111@cookcountyil.gov](mailto:ccc.d4rm111@cookcountyil.gov) no later than seven (7) days prior to the settlement conference. The document must be in pdf file format.
11. The Settlement Conference Memoranda **SHALL NOT** be filed of record with the

Clerk's Office.

12. The Settlement Conference Memorandum should include:

- (1) a statement of the case;
- (2) an outline of the causes of action, defenses, and counterclaims;
- (3) a statement of the legal and factual issues presented;
- (4) copies of any photographs, diagrams, documents or exhibits that will assist the court in understanding the contested issues in the case;
- (4) the relief sought, including damages, and the legal basis therefore;
- (5) a current settlement demand/offer; and
- (6) the status of any prior settlement negotiations to date.

13. Failure to timely submit the Settlement Conference Memorandum in advance of the settlement conference may result in the striking of the settlement conference date.

14. If any party subsequently decides not to participate in the settlement conference, they should promptly notify the Court and the opposing side at least 48 hours prior to the scheduled conference time or may be subject to an assessment of costs and fees incurred by the opposing side due to the late termination.

ENTERED: \_\_\_\_\_

\_\_\_\_\_  
Judge Kevin Lee

# 2112

Attorney No. \_\_\_\_\_

Name: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_