

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND

PROOF OF SERVICE

The undersigned certifies that a copy of the foregoing order was served upon each attorney or party of record herein by electronic means.

Plaintiff(s),

Case No. _____
Honorable Victoria A. Valentine

Defendant(s).
_____ /

**NOTICE TO APPEAR FOR SETTLEMENT
CONFERENCE WITH CLIENTS**

YOU ARE NOTIFIED TO APPEAR ON: _____ for a Settlement Conference

via Zoom. Final time to be set on courts online docket, found on Judge Valentine's Protocol.

Zoom Instructions:

To join the Virtual Hearing by computer with video, go to the Zoom Web Site (zoom.us) and click on "Join a Call." When prompted, you will join using Meeting ID 248 858 5282.
To join the Virtual Meeting by telephone without video, call 1-646-876-9923 and connect using Meeting ID 248 858 5282.

Clients are REQUIRED to appear for this Settlement Conference.

COUNSEL AND/OR PRO PER PARTY shall prepare and serve on all parties and email the Judge's chambers valentinechambers@oakgov.com,

ONE WEEK PRIOR TO THE CONFERENCE, a SHORT statement, which:

- Summarizes the background of the action and the principal factual and legal issues;
- Detail all issues remaining;

- List all outstanding motions;
- Summarize settlement efforts, including whether the parties engaged in facilitation and/or other ADR proceedings;
- Whether parties have discussed arbitration;
- Discloses insurance available to satisfy all/part of a judgment, including indemnification agreements; and

Parties are required to discuss their statements with each other, prior to Settlement Conference.

This statement must not be filed with the Clerk of the Court.

Please be prepared to discuss the following at the Settlement Conference:

- A. The issues and narrowing the issues;
- B. Subject matter jurisdiction;
- C. Relationship to other cases;
- D. Necessity of amendments to pleadings, additional parties, third-party complaints, etc.;
- E. Settlement, including alternative dispute resolution;
- F. Progress of discovery;
- G. Issues which may appropriately be resolved by motion; and
- H. Estimated trial length.

Clients are required to appear for this Settlement Conference.