

**ORDER OF DESIGNATION AND REFERRAL TO SETTLEMENT CONFERENCE**

Case No. ....

COMMONWEALTH OF VIRGINIA Rule 1:19

In the Circuit Court of the [ ] City [ ] County of .....

..... V. ....  
PLAINTIFF DEFENDANT

The Court has determined that this matter, which is currently before the Court as a contested civil matter, is appropriate for referral to a Settlement Conference. It is hereby ORDERED that:

- 1. The matter is referred to a Settlement Conference, for which there will be no cost to the parties.
- 2. Pursuant to Code Section 17.1-105, the Honorable ....., Retired Judge for the ..... Judicial Circuit, and a qualified Judicial Settlement Conference judge, is designated to conduct a Settlement Conference only, to assist the judges of the ..... Judicial Circuit in the performance of their duties.
- 3. Counsel will contact the Settlement Judge to schedule the date, time, and location of the Settlement Conference.
- 4. Counsel must submit a confidential pre-Conference brief, of no longer than 5 pages, to the Settlement Judge no later than 5 days before the Settlement Conference.
- 5. Each party must provide a representative in person or by telephone who shall have final authority to settle the case.
- 6. Irrespective of this referral, this case has been set for return to the Court in accordance with the Court's normal docketing procedures on ..... at .....  
DATE TIME
- 7. The Court must be informed in writing if the dispute is resolved prior to the return date. Otherwise, the parties shall appear in court at that time.

ENTER: .....  
DATE

JUDGE

[ ] Plaintiff [ ] Counsel for Plaintiff:

[ ] Defendant [ ] Counsel for Defendant:

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NAME

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NAME

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ADDRESS

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ADDRESS

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CITY STATE ZIP

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CITY STATE ZIP

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EMAIL ADDRESS

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TELEPHONE NUMBER

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TELEPHONE NUMBER

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VIRGINIA STATE BAR NO.

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VIRGINIA STATE BAR NO.