

**OFFICE OF THE EXECUTIVE SECRETARY
SETTLEMENT CONFERENCE REPORT FORM**

Settlement Judge:

Case Style:

Referring Court:

Date Case Filed:

Date Case Referred to Settlement Conference:

Date of Settlement Conference:

Location of Settlement Conference:

Length of Settlement Conference: Hours Time Spent Preparing for Conference: Hours

Counsel Present? Defendant Plaintiff

Agreement Reached at Conference? After Conference/Before Trial:

Exit Surveys Provided to Parties?

Case Type: (Please be as specific as possible. Only use Miscellaneous if no other category can apply)

Tort/Personal Injury: Assault Auto Accident Fraud Medical Malpractice
 Product Liability Slip Fall Libel Defamation
 Other PI (Type: _____)

Domestic Relations: Divorce Probate Adult Guardianship
 Other Domestic (Type: _____)

Commercial: Debt Construction Contract Landlord/Tenant Condemnation
 Real Estate Other Commercial (Type: _____)

Miscellaneous: (Type: _____)

Comments:

Please return this form with your invoice for payment to:

***Dispute Resolution Services,
100 North 9th Street,
Richmond, Virginia 23219***