

## **Judge Denlow's Agenda for Conference Call with Dial-in Instructions**

**We have scheduled a Conference Call for the above-referenced matter on:**

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**Please dial NUMBER and request to be connected with the Judge Denlow Conference.**

The Agenda for the Call is:

- 1) Mediator's disclosure—Any questions regarding Judge Denlow's professional background or prior involvement with Counsel or Parties;
- 2) Brief, objective overview of the facts by each Party;
- 3) Status of the litigation (fact discovery, expert discovery, dispositive motions, trial date);
- 4) Prior settlement negotiations, if any;
- 5) Issues to be resolved (payment terms, confidentiality, scope of release, etc.)  
*See Judge Denlow's Settlement Checklist/Term Sheet (attached);*  
*See Judge Denlow's Class Action Checklist, if applicable (attached);*
- 6) Impediments to settlement (inability to pay, personalities, necessity for other parties such as insurance carriers or lien holders, etc.);
- 7) Explanation of Mediation process and procedures and questions, if any  
*See Judge Denlow's Mediation Procedures (attached);*
- 8) Set due dates of Party Mediation statements, settlement proposals and other background information to be exchanged by the Parties with copies delivered to Judge Denlow;
- 9) Date(s), start time and location of Mediation Session:
- 10) Identification of Participants at the Mediation Session with sufficient authority to resolve the Matter; and
- 11) Any other items the Parties wish to discuss.

Call#  
JAMS#

