

Magistrate Judge Kendall J. Newman

SETTLEMENT CONFERENCE PROCEDURES

SCHEDULING: If parties are interested in a settlement conference please contact Judge Newman's Courtroom Deputy, Alexandra Waldrop at (916) 930-4187 or awaldrop@caed.uscourts.gov. Parties should indicate to the Courtroom Deputy what specific time frame they want the settlement conference held.

SETTLEMENT CONFERENCE STATEMENTS: Settlement Conference statements are due 7 days prior to the date of the settlement conference and should not be filed on the case docket. Parties shall email their settlement conference statements to kjnorders@caed.uscourts.gov. Parties should file a Notice of Submission of Settlement Conference Statement on the public docket pursuant to Local Rule 270(d).

SETTLEMENT CONFERENCES STATEMENT CRITERIA: The parties are encouraged to share their settlement statement with the opposing party, but are also invited to submit a confidential statement to Judge Newman. The settlement statements should set forth: a brief summary of the discovery and court proceeding to date, including whether there is a scheduled trial date; any settlement discussions (formal or informal that have already occurred); any impediments to settlement; and any other information for Judge Newman that you think will help him assist the parties in settling the case.

AUDIO/VISUAL EQUIPMENT: If a party intends to have any media devices for Judge Newman's review (i.e. video) along with the settlement conference statements, the following acceptable media formats are: AVI (Audio Video Interleave), MPEG (Moving Pictures Expert Group), or WMV (Windows Media Video). All images and pictures are required to be submitted electronically in JPG (Joint Photographic Experts Group), PNG (Portable Network Graphics) or TIFF (Tagged Image Format File) format. This is pursuant to Local Rule 138(l) (effective February 1, 2019).

PARTICIPATION IN SETTLEMENT CONFERENCES: Judge Newman requires parties to have a principal with full settlement authority present for the settlement conference or to be fully authorized to settle the matter on any terms. The individual with full settlement authority to settle must also have unfettered discretion and authority to change the settlement position of the party, if appropriate. The purpose behind requiring attendance of a person with full settlement authority is that the parties view of the case may be altered during the face to face conference. An authorization to settle for a limited dollar amount or sum certain can be found not to comply with the requirement of full authority to settle.

INTERPRETER SERVICES: Pursuant to Local Rule 403, it is the responsibility of defense counsel to arrange for the services of an interpreter prior to the scheduled hearing, as well as, to cancel the services of an interpreter prior to the scheduled

hearing date. Please contact Staff Interpreter, Yolanda Riley-Portal (916) 930-4221 or yriley-portal@caed.uscourts.gov

ACCOMODATIONS FOR COMMUNICATION DISABILITIES: The coordinator is Staff Interpreter, Yolanda Riley-Portal (916) 930-4221 or yriley-portal@caed.uscourts.gov. Please refer to the below instructions of the Court's website:

1. From the Court internet home page, select *Attorney Info* Tab.
2. Select *Accommodations for Communications Disabilities*