

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA, SAN FRANCISCO DIVISION

SETTLEMENT CONFERENCE STANDING ORDER FOR  
MAGISTRATE JUDGE ALEX G. TSE

1. Counsel shall ensure that whatever discovery is needed for all sides to evaluate the case for settlement purposes is completed by the date of the settlement conference. Counsel shall cooperate in providing discovery informally and expeditiously.
2. Lead trial counsel must attend the settlement conference with the parties and with the persons having full authority to negotiate and settle the case. Attendance by parties that are corporate entities, government entities, or insurers is governed by ADR Local Rule 7-3(a).
3. Each party shall prepare a settlement conference statement, which must be emailed to the Court in .pdf format, at [agtsettlement@cand.uscourts.gov](mailto:agtsettlement@cand.uscourts.gov), no later than seven days prior to the conference. Paper copies should not be provided.
4. Settlement conference statements must be served on opposing counsel. Any party may email an additional confidential statement to the Court, the contents of which will not be disclosed to the other parties. If a defendant plans to assert that it lacks resources and is unable to offer monetary compensation or that it otherwise does not intend to offer monetary compensation as part of a settlement, it must notify the Court of this in a confidential statement no later than seven days prior to the conference.
5. The settlement conference statement shall include at least the following:
  - a brief statement of the facts of the case;
  - a brief statement of the claims and defenses;
  - a candid evaluation of the party's likelihood of prevailing;
  - a summary of the proceedings to date and any pending motions;
  - the relief sought;
  - any discrete issue that, if resolved, would facilitate resolution of the case; and
  - the party's position on settlement, including present demands and offers and a history of past settlement discussions.

The parties must notify chambers immediately, at [agtsettlement@cand.uscourts.gov](mailto:agtsettlement@cand.uscourts.gov), if their case settles prior to the date set for the settlement conference.

IT IS SO ORDERED.

  
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ALEX G. TSE  
United States Magistrate Judge