

Mandatory Settlement Conference Protocol – Dept 603

Effective September 26, 2024

There is no need to check-in with the Court at the conclusion of the MSC.

Unless otherwise notified, all Central Mandatory Settlement Conferences are calendared in Dept 603 at 8:30am or 1:30pm on Thursdays.

Counsel, Parties and the Mandatory Settlement Conference Volunteer Attorney are required to check in virtually through Microsoft Teams at either 8:30am or 1:30pm to confirm that the MSC is going forward. At that time, one attorney will be designated to email the MSC Term Sheet/FL-144 (if needed) to the court. The Courtroom clerk will initiate an email to the designated attorney so that the court's email address is provided. If there are no issues with the MSC going forward, the designated attorney only may check into the courtroom virtually a few minutes before the session opens and provide an email. A future FRC date will be assigned at check-in.

All MSC term sheets/FL-144 for 8:30am sessions must be electronically transmitted by 4pm the same day. The court will not accept any documents transmitted after 4pm and the parties/counsel shall appear at the next scheduled court date and/or FRC. In the event the parties wish to take status, they shall appear on the next day (Friday) at 8:30am. Please notify the court in the email which transmits the MSC term sheet if you will be appearing the next day to take status. The MSC Volunteer Attorney is not required to appear.

All MSC term sheets/FL-144 for 1:30pm sessions must be electronically submitted by 11am the next day. The Court will not accept any documents transmitted after 11am and the parties/counsel shall appear at the next scheduled court date and/or FRC. In the event the parties wish to take status, they shall appear on the day after the scheduled MSC (Friday) at 1:30pm. Please notify the court in the email which transmits the MSC term sheet if you will be appearing to take status. The MSC Volunteer Attorney is not required to appear.

The MSC Volunteer Attorney's commitment concludes at 12pm for morning sessions and at 4:30pm for afternoon sessions. In the event the MSC Volunteer Attorney does not appear before the Court, please note that the Court thanks all volunteers for their time and commitment to resolving matters.

Judge Laura H. Miller