

[Date]

[Judge's Name/Department]

[Court Name]

[Court Address]

Re: [Case Name]

Case No.: [Case Number]

JOINT SUBMISSION REGARDING SETTLEMENT CONFERENCE AVAILABILITY

To the Honorable Court:

Pursuant to the Court's Order dated [Date], counsel for Plaintiff, [Plaintiff Name], and counsel for Defendant, [Defendant Name], met and conferred on [Date] to discuss mutual availability for a Settlement Conference.

The parties have agreed upon the following three proposed dates and times for the conference:

1. [First Date Choice] at [Time]
2. [Second Date Choice] at [Time]
3. [Third Date Choice] at [Time]

The parties estimate that the Settlement Conference will require approximately [Number] hours to complete.

The following individuals with full settlement authority will be appearing in person:

- For Plaintiff: [Name/Title]
- For Defendant: [Name/Title]

Respectfully submitted,

[Your Name]

Counsel for [Plaintiff/Defendant]

[Opposing Counsel Name]

Counsel for [Plaintiff/Defendant]