

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Clerk of the Court]

[Name of Court]

[Court Address]

[City, State, Zip Code]

RE: Notice of Settlement and Request for Docket Removal

Case Name: [Plaintiff Name] v. [Defendant Name]

Case Number: [Docket/Case Number]

To the Clerk of the Court,

Please be advised that the parties in the above-referenced matter have reached a full and final settlement of all claims.

Accordingly, the parties respectfully request that this matter be removed from the court's active trial docket and that any upcoming hearings or conferences be vacated.

The parties are currently finalizing the formal settlement agreement and expect to file a Stipulation of Dismissal with Prejudice within [Number] days.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]

cc: [Opposing Counsel Name]

[Opposing Law Firm]