CONFIDENTIAL/SETTLEMENT WORK SHEET

TITLE OF PROCEEDINGS _____

----------X

INDEX NO.: _____

VS.

DATE NOTE OF ISSUE FILED: _____

DESCRIBE TORT: _____

----------X

THE PARTIES & ATTORNEYS OF RECORD[1]

PLAINTIFF(S)

1._____
(Name of Plaintiff)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____

2._____
(Name of Plaintiff)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____

3._____
(Name of Plaintiff)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____

DEFENDANT(S)

1._____
(Name of Defendant)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____
Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

2._____
(Name of Defendant)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____
Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

3._____
(Name of Defendant)
ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER
_____
_____
_____
_____
Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

CONFERENCE NOTES BEGIN ON THE NEXT PAGE

[1]ALL PARTIES AND THE ATTORNEYS OF RECORD MUST BE IDENTIFIED ON THIS PAGE. "COVERING" COUNSEL SHALL ONLY BE IDENTIFIED IN THE PROGRESS NOTES, **INFRA**.

Summary Sheet

PLAINTIFFS	DOB	OCCUPATION	LOST TIME
1.			
2.			
3.			
4.			

SHORT DECRIPTINO OF TORT ALLEGED: _____

OCCURRENCE DATE: _____ **TIME:** _____ **LOCATION:** _____

PLAINTIFF'S VERSION OF OCCURRENCE: _____

_____

_____

_____

_____

DEFENDANT'S VERSION OF OCCURRENCE: _____

_____

_____

_____

INJURIES AND TREATMENT: _____

_____

_____

_____

PAST AND FUTURE DAMAGES: _____

_____

_____

_____

LIENS: _____

PLAINTIFF(S) DEMANDS: _____

_____

DEFENDANT(S) OFFERS: _____

_____

_____

SETTLEMENT CONFERENCE PROGRESS NOTES

DATE AND ACTION TAKEN: _____

APPEARANCES:

For Plaintiff: _____

For Defendant: _____

_____

_____

_____

DATE AND ACTION TAKEN: _____

APPEARANCES:

For Plaintiff: _____

For Defendant: _____

_____

_____

_____