

CONFIDENTIAL/SETTLEMENT WORK SHEET

TITLE OF PROCEEDINGS _____

-----X

VS.

INDEX NO.: _____

DATE NOTE OF ISSUE FILED: _____

DESCRIBE TORT: _____

-----X

THE PARTIES & ATTORNEYS OF RECORD¹

PLAINTIFF(S)

DEFENDANT(S)

1. _____
(Name of Plaintiff)

1. _____
(Name of Defendant)

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

2. _____
(Name of Plaintiff)

2. _____
(Name of Defendant)

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

3. _____
(Name of Plaintiff)

3. _____
(Name of Defendant)

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

ATTORNEY OF RECORD
OFFICE ADDRESS AND PHONE NUMBER

Insurance Carrier _____
Policy Limits _____
Ins.Contact Person _____
Phone No. _____

CONFERENCE NOTES BEGIN ON THE NEXT PAGE

¹ALL 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

<u>PLAINTIFFS</u>	<u>DOB</u>	<u>OCCUPATION</u>	<u>LOST TIME</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

SHORT DESCRIPTION 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: _____

