

**MEDIATION AND NEUTRAL CASE EVALUATION PROCEDURES  
AND  
CONFIDENTIAL SETTLEMENT STATEMENT**

Extensive experience throughout the country has shown that a high percentage of civil cases referred for mediation or neutral case evaluation are amicably settled without the need for an expensive and time-consuming trial. The likelihood of settlement is enhanced when *all* parties to the lawsuit meet face-to-face for discussions in the presence of a neutral party. This is true even where an insurance company is involved. The Court has therefore instituted the following procedures for all cases ordered to participate in mediation or neutral case evaluation. Parties and counsel are cautioned that sanctions may be imposed on those who do not comply.

**I  
SCHEDULING AND ATTENDANCE**

1. All parties and their attorneys must appear at the mediation or case evaluation conference set by the Multi-Door Dispute Resolution Division in accordance with the Scheduling Order entered in the case. See attached filing instructions on the procedure for filing Confidential Settlement Statements and for rescheduling mediations. Parties not represented by counsel need not secure an attorney for the mediation or neutral case evaluation conference. You may contact the Multi-Door Dispute Resolution Division at 202-879-1549 with questions regarding the mediation, case evaluation conference, or the Confidential Settlement Statement.
2. Any party or attorney who believes that he or she has been incorrectly notified to appear for mediation or case evaluation must contact the Quality Review Branch at 202-879-1750 and provide the appropriate documentation. Where no such action is taken, the party or counsel will be required to participate fully in the mediation or case evaluation.
3. Corporations, partnerships and other business entities must bring an officer, partner or other individual with settlement authority to the mediation or case evaluation conference, unless previously excused by the Judge. WMATA, the District of Columbia and other government entities are required to send a representative whose authority may be needed to settle the case unless excused by the Court for good cause shown.
4. If authorized by Court order, an insurance representative with full settlement authority may attend the conference in place of the insured party.
5. An insurance representative whose authority may be needed to settle the case is required to attend the mediation unless excused by the Court for good cause shown. (See Super. Ct. Civ. R. 16j.)
6. A party or an insurance representative residing outside the local metropolitan area who has been excused from attending by Court order must be available by long-distance collect telephone call throughout the entire mediation session. Counsel must advise the Multi-Door Division prior to the mediation or case evaluation conference of any such arrangement and provide the name of the individual party who will be available by telephone. (See Super. Ct. Civ. R. 16j.)

## II CONFERENCE PROCEDURES

1. Prior to the conference, each party must complete the attached "Confidential Settlement Statement" and file it or the digital version\* with the Multi-Door Dispute Resolution Division, 410 E Street, N.W., Suite 2900, Washington, D.C. 20001; or by email to: [CivilCSS@dcsc.gov](mailto:CivilCSS@dcsc.gov), by the "CSS Return" date indicated on the scheduling notice. **Do not send copies of the Confidential Settlement Statement to the clerk, assigned judge, or other counsel/parties.**

2. A party who fails to file the Statement on time may be ordered to appear before the presiding judge and show cause why sanctions should not be imposed. Counsel may file one settlement statement for all the parties he or she represents, provided that all those parties are clearly and expressly indicated on the statement.

3. If the case settles prior to the conference, the original and one copy of the praecipe or document disposing of the case must be filed with the clerk's office. A copy must also be sent to the Multi-Door Dispute Resolution Division in lieu of a Confidential Settlement Statement. Counsel must be certain to inform the Multi-Door Division of settlements occurring prior to the mediation or case evaluation conference. If no praecipe or document disposing of the case is filed, the mediation shall go forward.

4. Both mediation and neutral case evaluation sessions are confidential. The participants will be asked to sign an "Agreement to Mediate" at the beginning of the session confirming their understanding of the session's confidential nature. All proceedings at the mediation or case evaluation conference, including any statement made by any party, attorney or other participant, are privileged. They may not be construed as an admission against interest and nothing said at such sessions may be used in court in connection with the case or any other litigation. No party is bound by anything said or done at the mediation or case evaluation conference unless a settlement is reached and a settlement praecipe is filed with the Court.

5. **Mediation.** If the case is set for mediation, the mediator will meet initially with all the parties, the insurance representative, or other government representative and counsel. He or she may then meet with each side privately as necessary to clarify important issues and to allow parties to reveal in confidence the factors viewed as critical to settlement. Through a series of meetings with the parties, individually and together, the mediator will try to facilitate an agreement that will satisfy the interests of all concerned.

6. **Neutral Evaluation.** If the case is set for neutral evaluation, counsel or *pro se* parties will be expected to present a summary of the factual and legal arguments of their case. The evaluator will help the parties identify the issues in dispute and provide a nonbinding opinion of the settlement value of the case, including the likelihood of liability and the likely range of damages. The parties are encouraged to continue settlement discussions with or without the evaluator's further assistance.

7. If the case is settled at the time of mediation or neutral case evaluation, a copy of the settlement *praecipe* or other document memorializing the settlement must be filed promptly with the Multi-Door Division case manager. If the parties need approval of the settlement by the Court, Multi-Door will set a status hearing on the judges' calendar. The parties are responsible for filing a motion for court approval of the settlement. Please note that settlements involving minors require judicial approval. See 21 D.C. Code § 120 (2001 ed.)

8. If the case does not settle, it will proceed to pretrial conference and trial as directed by the governing scheduling order.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
MULTI-DOOR DISPUTE RESOLUTION DIVISION**

Confidential Settlement Statement  
FILING INSTRUCTIONS

The General Mediation and Case Evaluation Order requires each party to file a Confidential Settlement Statement (CSS) with the Multi-Door Dispute Resolution Division **14 days** before the mediation for car accident cases placed on CA Track V1 Fast and CA Track V2 Fast and **30 days** before the mediation date for all other cases. *Parties and counsel are cautioned that Multi-Door will request that sanctions be imposed on those who do not file the statement timely.*

**Delivery:** Confidential Settlement Statements are accepted by e-mail at [CivilCSS@dcsc.gov](mailto:CivilCSS@dcsc.gov). You will receive a reply message as proof of filing. For recordkeeping purposes, CSS's sent after 5:00 pm. are considered received on the next working day. If you cannot e-mail your CSS, please deliver or mail it to the Multi-Door Dispute Resolution Division, 410 E Street, N.W., Suite 2900, Washington, D.C. 20001. Delivery must be made between the hours of 8:30 am and 5:00 pm; *there is no after-hours filing box for CSS forms*. Do not deliver CSS forms to the Civil Division or any after-hours filing box. Proper filing with the Multi-Door Division will ensure that the CSS remains confidential and is not filed in the Court's case jacket nor shown to anyone other than the mediator or case evaluator assigned to the case. For additional filing information please call our office at 202-879-1549.

**CSS Response:** Please be comprehensive and candid in your responses; this information is important to the mediation or case evaluation process. You are encouraged to include additional information that may be helpful to the mediator.

**Settlement:** If the case has been settled, a settlement *praecipe* must be filed in the Civil Clerk's Office, 500 Indiana Avenue N.W., Suite 5000, Washington, D.C. 20001 with a copy sent to the Multi-Door Dispute Resolution Division, in lieu of the statement.

**Continuance:** Except for car accident vehicle (CAV) cases, a one-time consent request for rescheduling mediation, before the CSS return date (30 days before mediation), may be granted by contacting the Quality Review Office at 879-1751. All requests to continue thereafter must be submitted to the assigned judge through a motion. Any request to continue a CAV case goes to the assigned judge.

**If your mediation is rescheduled, you must resubmit the original or a revised CSS, with the correct date indicated.**

**CONFIDENTIAL SETTLEMENT STATEMENT  
Multi-Door Dispute Resolution Division**

Judge \_\_\_\_\_ Case Number \_\_\_\_\_

Case Caption \_\_\_\_\_

This case is scheduled for a:

Mediation Conference on \_\_\_\_\_ at 9:00 11:00

*or*

Neutral Case Evaluation Conference on \_\_\_\_\_ at 9:00 11:00

**Mediator Expertise Desired:** \_\_\_\_\_  
(please specify)

Submitted by: Check one

\_\_\_\_\_  
Attorney or *Pro Se* Party Plaintiff Defendant  
3rd party Plaintiff  
3rd party Defendant

\_\_\_\_\_  
Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**List below the names of all parties you represent. (Attach an additional page if necessary).  
The filing of one settlement statement will suffice for all of the parties that you represent in  
this matter, provided all of the parties are listed.**

\_\_\_\_\_  
Name of party \_\_\_\_\_ Name of party \_\_\_\_\_

\_\_\_\_\_  
Name of party \_\_\_\_\_ Name of party \_\_\_\_\_

**Do any of the parties involved require an interpreter?      Yes      No**

**If yes, please identify the specific language the court interpreter needs to be certified in:**

**Please provide answers to the following questions:**

1. Describe in detail the facts of the case and the claims being raised:

2. (Plaintiff Only) Describe the type and scope of injuries and any monetary and/or equitable relief being sought (please list items separately, such as lost wages, medical costs, etc.):

3. (Defendant Only) Describe any counterclaims being raised:

4. How do you assess the value of this case for settlement purposes?

Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_

5. Describe any settlement offers/demands that you have made and the current status of settlement discussions:

6(a). (Defendant Only) If the claims at issue are covered by insurance please provide the policy limits:

6(b). (Defendant Only) If yes, please identify the insurance company and the name of the claims representative who you anticipate will be attending the session because his authority may be needed to settle the case. (See Super. Ct. Civ. R 16j).

7. (Plaintiff only) Identify any outstanding liens, their amounts, and any negotiations with lien holders:
  
8. Identify anyone who is not listed as a party that you believe should be present at mediation for meaningful settlement negotiations:
  
9. Describe any relational factors or history between the parties that could impact the mediation (positively or negatively):
  
  
  
  
  
  
  
  
  
10. What additional information, not found in filings, should the mediator know in order to engage parties in meaningful settlement negotiations? (Remember that the discovery deadline precedes the mediation date.)

---

Date submitted