

# VIRGINIA: IN THE CIRCUIT COURT OF THE CITY OF VIRGINIA BEACH

\_\_\_\_\_

v. \_\_\_\_\_

Case No.: \_\_\_\_\_

## ORDER OF DESIGNATION AND REFERRAL TO JUDICIAL SETTLEMENT CONFERENCE

Upon request of all counsel of record, or in its own discretion, the court ORDERS that the above case is referred for a Settlement Conference to a Settlement Judge, for which there will be no cost to the parties. The settlement judge will submit a settlement conference per diem and travel expense reimbursement voucher to the Supreme Court to be paid for his or her services.

Pursuant to Virginia Code Section 17.1-105, the Honorable \_\_\_\_\_, a Retired Judge and a qualified Judicial Settlement Conference Judge by the Virginia Supreme Court is designated to conduct a Settlement Conference only, to assist the judges of this Court in the performance of their duties, on:

**(MUST BE COMPLETED BY COUNSEL): IMPORTANT NOTE: If location is the Virginia Beach Circuit Court, you must first check *Judicial Settlement Conference Calendar* to determine if the date is available. If date is noted as FULL do not set any further cases on that day (limited to one judicial conference per day). This calendar is on the Court's website at [www.vbgov.com/courts](http://www.vbgov.com/courts) under Related Links.**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION [SPECIFY NAME OF COURT OR OFFICE, along with street address]:

\_\_\_\_\_  
\_\_\_\_\_  
Counsel shall provide any case documents or other correspondence required by the settlement judge.

In the event the case does not settle during the settlement conference, all parties shall appear on any current scheduled trial date ready to proceed with trial. Should the case settle during the settlement conference, counsel shall submit a final order to this court to remove the case from the pending docket.

List of counsel [endorsements dispensed with]:

_____	FAX NO.: _____
_____	FAX NO.: _____
_____	FAX NO.: _____
_____	FAX NO.: _____

The Clerk's Office of this Court shall provide a copy of this order to counsel of record noted above by facsimile and mail a copy of this order to the Settlement Judge.

ENTER: \_\_\_\_\_

JUDGE: \_\_\_\_\_

Submit to Judges' Office for entry via electronic transmission to [Dutyjudg@vbgov.com](mailto:Dutyjudg@vbgov.com)