

Instructions for Motion for Settlement Conference:

The form can be used to request a settlement conference to bring the parties before the court to resolve the case.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Provide a justification for the requested settlement conference. Add pages if necessary. The court will need to determine that a settlement conference is necessary. One possible justification for a settlement conference may be that communications between the parties are faulty and having the parties together in the presence of the magistrate may facilitate the parties' communications. **Failure to provide a sufficient justification for the settlement conference may result in the request being denied.**
4. Sign the Motion and include your contact information.
5. Complete and sign a Certificate of Service for the Motion. See the form titled "Certificate of Service" for more information. The addresses of the parties and/or their attorneys may be found by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Motion.
6. Mail a copy of your Motion to the parties listed in the Certificate of Service.
7. File your motion with the Cuyahoga County Clerk of Court.
8. **If you fail to do any of the above, your Motion will likely be denied.**
9. Under Civ.R. 6(C), the other parties in the case have at least 14 days to respond to your Motion. Do not expect a ruling until after these 14 days have passed. Check the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us> for a ruling on your Motion.

**COURT OF COMMON PLEAS
GENERAL DIVISION
CUYAHOGA COUNTY, OHIO**

Plaintiff

vs.

Defendant

CASE NO. _____

JUDGE _____

**MOTION FOR SETTLEMENT
CONFERENCE**

Now comes defendant _____ and moves this Court to set a
[Name of Defendant]

settlement conference case to bring the parties before the court to resolve the case.

A settlement conference is necessary because [state the reasons for your request]:

_____.

Respectfully submitted,

[Signature of Defendant]

[Printed name of Defendant]

[Address, phone number and email address
of Defendant]

Certificate of Service

A copy of the foregoing Motion for Settlement Conference has been sent by regular U.S.

Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

[Signature of Defendant]

[Printed name of Defendant]

[Date]

