



**STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ADMINISTRATIVE LAW SECTION**

CHECKLIST FOR JUDICIAL SETTLEMENT CONFERENCES

- The parties have submitted a joint request for a judicial settlement conference to the assigned administrative law judge (or “ALJ”).
- The parties have worked with the ALJ assigned to conduct the judicial settlement conference (referred to as the “Settling ALJ”) to schedule the judicial settlement conference.
- At least fourteen (14) days before the judicial settlement conference, the Complainant has provided a short “settlement demand letter” to the Respondent. The “settlement demand letter” describes the Complainant’s view of the case and makes a realistic “demand” for the total amount of money the Complainant will accept to settle the case. The Complainant’s “demand” is less than the total amount the Complainant expects or hopes to win at trial.
- At least seven (7) days before the judicial settlement conference, the Respondent has provided a short “response letter” to the Complainant. The “response letter” describes the Respondent’s view of the case and contains a realistic counteroffer to the Complainant’s demand. The Respondent’s counteroffer is greater than zero (or some other *de minimis* amount).
- At least seven (7) days before the judicial settlement conference, the parties have provided copies of their respective settlement letters to the Settling ALJ. These letters should not be filed with the Human Rights Commission.
- Each party has reviewed the opposing party’s settlement letter and has prepared itself to discuss the case at the judicial settlement conference.
- Each party has arranged to have an individual with “full settlement authority” attend the judicial settlement conference. “Full settlement authority” means the authority to negotiate and agree to a final and binding settlement agreement without the need to consult others who are not in attendance at the settlement conference.
- Each party is prepared to proceed with the judicial settlement conference on the date selected by the parties and the Settling ALJ. If not—or if a party anticipates or experiences a conflict that will prevent the party from attending the judicial settlement conference—that party has brought the conflict to the attention of the Settling ALJ at the earliest possible opportunity.