

CONFERENCE PROTOCOL- May 29, 2020

1. Pursuant to the Notice to the Profession for South West Region dated May 19, 2020:
 - i) Case Conferences are permitted without issue restriction and briefs are limited to **10 pages**.
 - ii) Settlement Conferences may proceed only on the following conditions:
 - The settlement conference brief must contain an offer to settle and is limited to **15 pages**
 - No Trial Scheduling Endorsement Form is to be included and no trial dates will be scheduled at the conclusion if the matter does not settle
 - The parties/counsel **must certify in the brief** that the case is ready for settlement discussions, that disclosure is complete and there are no impediments (such as undelivered OCL Reports)- the intention is that the Court will only entertain matters in which the parties come seriously ready to discuss settlement
2. A party seeking a conference must send the request by email to the other party with a copy to the trial coordinator. The responding party is to respond to the trial coordinator, with a copy to the requesting party, **within 3 days** indicating their acceptance of the proposal. If the parties communicate and agree then the trial coordinator will set a date for the conference and advise the parties.
3. In the case of a case conference, if there is no response or the parties do not agree the trial coordinator will proceed to schedule a conference and advise the parties.

4. In the case of a settlement conference, if there is no response or the parties do not agree, the conference will not proceed.
5. Where a conference proceeds, the brief of the party requesting the conference shall be served on the other party by email and filed with the trial coordinator by email **no later than six days prior to the date scheduled for the conference** and the responding party's brief shall be served and filed in the same manner **not later than four days prior to the date of the conference**. The responding party's brief shall be served and filed by replying to the email containing the applicant's brief.
6. **Once a date has been set by the trial coordinator it shall not be changed.**
7. The 15- page limit for settlement conference briefs does not include the offer to settle or other necessary documents such as SSAG calculations, Financial Statements, NFP Statements, Comparative NFP Statements or OCL Reports.