

CIRCUIT COURT FOR BALTIMORE CITY
CONFIDENTIAL MEDIATION CONFERENCE STATEMENT

Parties or counsel must send a Confidential Mediation Conference Statement to the designated mediator at least five (5) days prior to the scheduled mediation conference. PARTIES AND COUNSEL SHALL NOT EXCHANGE RESPECTIVE MEDIATION CONFERENCE STATEMENTS. THE MEDIATOR SHALL KEEP THE STATEMENTS CONFIDENTIAL AND THE STATEMENTS WILL NOT BECOME PART OF THE COURT FILE.

The Mediation Conference Statement shall contain the following information and shall be no more than six (6) pages:

1. Identification of the case by caption and case number.
2. The name, address, e-mail address and telephone number of all persons with decision making authority who, in addition to counsel of record, will attend the mediation as a representative of a party (as they are required to do so);
3. A brief statement of the facts and list of key documents or other tangible evidence upon which counsel intend to rely at trial;
4. Strengths and weaknesses of your case, including areas opposing counsel is expect to focus;
5. A realistic maximum/minimum damages evaluation stating grounds therefore, including, *e.g.*, recent cases tried to verdict or settled in this or a comparable court; and
6. Any history of settlement negotiations.