

UNITED STATES DISTRICT COURT

MIDDLE DISTRICT OF LOUISIANA

**INSTRUCTIONS FOR PREPARING FINAL AFFIDAVIT
OF SETTLEMENT EFFORTS FOR CIVIL TRIALS
BEFORE JUDGE JOHN W. deGRAVELLES**

On or before the deadline set in the scheduling order (as may have been extended by the magistrate judge or the district judge), counsel for each party shall file with the Clerk of Court an affidavit stating the date and time that a conference of counsel was held to attempt to settle the case. In addition, Plaintiff's counsel shall attest that he or she made a good faith settlement offer to defense counsel, and that defense counsel's counteroffer was conveyed to the Plaintiff. Defense counsel shall attest that Plaintiff's settlement offer was conveyed to the Defendant, and that a good faith counteroffer was made.

NO DOLLAR AMOUNTS SHOULD BE STATED IN THE AFFIDAVIT.