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**Settlement Report Submission Form & Instructions**

Please read the following instructions for submitting a report of a settlement for consideration for inclusion in the Jury Verdict Reporter’s Settlements by Category publication. We consider any negotiated settlement. This includes matters that settled post-trial or pursuant to mediation. This publication does not include binding arbitration awards.

* Complete the Form
* Re-save the document with a label that identifies your firm name, plaintiff’s gender/age, and settlement amount, for example: Smith & Jones M-25 $350,000.
* Email this completed form to [JVRsettlementreports@lawbulletinmedia.com](mailto:JVRsettlementreports@lawbulletinmedia.com) with the form label in the subject line. Please include only ONE form per email.

In order to provide our subscribers with consistent, current, and quality content, we ask that firms submit a report for consideration of publication to us as soon as possible after the date of settlement and no later than thirty (30) days after date of settlement. If you believe your settlement is a record, let us know. We will conduct an evaluation if the matter is submitted to us promptly.

To avoid delays in publication, please complete all fields. If the report is complete and accepted for publication, it will be published in next calendar month’s edition and available in Lawyerport on the final Friday of the month.

Please email [JVRsettlementreports@lawbulletinmedia.com](mailto:JVRsettlementreports@lawbulletinmedia.com) if you have any questions.

**Is this matter confidential?** If yes, please see special instructions for confidential settlements on page 3.

1. **Date of settlement:** Click or tap to enter a date.
2. **Case Number:** Click or tap here to enter text.

*If the case was settled prior filing suit, write “no suit filed.” If the case number is confidential, write “confidential.” (See special instructions for confidential settlements on page 3.)*

1. **Venue:** Click or tap here to enter text.

*This is the county/state, or district court where the matter was filed. If the matter settled before filing, tell us the venue where the matter would’ve been filed if it had not settled. Note that we cannot publish a matter if the venue is subject to confidentiality. (See special instructions for confidential settlements on page 3.)*

1. **Settlement Amount:** Click or tap here to enter text.
2. **Plaintiff(s)’ names:** Click or tap here to enter text.

*State “confidential” if the plaintiff(s)’ names are confidential. (See special instructions for confidential settlements on page 3.)*

1. **Plaintiff(s)’ ages and genders:** Click or tap here to enter text.

*Note that we require the age, or age range (e.g., “50’s”), and gender for personal injury settlements.*

1. **Plaintiff(s)’ attorneys’ names and firms:** Click or tap here to enter text.

*Include the names of all plaintiff(s)’ attorneys and firms involved in the matter. We will list them in the same order they are listed here. Consider including referring attorneys, if applicable.*

1. **Defendant(s)’ names:** Click or tap here to enter text.

* *Write “confidential” if the defendant(s)’ names are confidential. (See special instructions for confidential settlements on page 3. You may use a term to refer to the defendant, e.g., “Chicagoland hospital,” or “trucking company.” Please do not disclose the names of confidential defendants.*
* *If there are multiple defendants, provide here the specific amount of each defendant’s contribution.*
* *Include the names of the defendants’ insurance companies, if any.*

1. **Summary of facts:** Click or tap here to enter text.

* *Provide here a brief description of the injuries and the body parts. Include any surgeries or medical procedures the plaintiff underwent to resolve the injuries.*
* *Describe the circumstances that gave rise to litigation with enough specificity to tell a story. Please include any theories of liability or defense arguments, if appropriate.*
* *Additional details: Let us know if the settlement represents the total policy limits. If this is a work injury, let us know if the plaintiff secured any waivers of the workers compensation lien, and what was that amount. If this is a wrongful death matter, let us know if there were any survivors. If the matter settled post-verdict, please provide trial dates and any terms of the post-verdict agreement (e.g., waiver of interest or fees).*

1. **Total medical expenses, if any:** Click or tap here to enter text.
2. **Lost wages and occupation, if applicable:** Click or tap here to enter text.
3. **Names and organizations of any mediators involved in the settlement:** Click or tap here to enter text.
4. **Name, phone and email address of person preparing this form:** Click or tap here to enter text.

**Thank you for your submission!**

**Special instructions for confidential settlements**

The JVR will publish a summary of a settlement without revealing the parties’ identities, or any other confidential information. At minimum, we require:

* Venue (i.e., the district or county where a lawsuit was filed, or if the matter settled pre-suit, would have been filed).
* Details about the circumstances that gave rise to litigation so that we can tell a story.
* Plaintiff’s age (or age range, e.g., “50’s”), gender, and a brief description of the injuries.
* Settlement amount. We can publish without the amount, but the amount will not be included in a firm’s year-end totals.
* Verification: We must verify that the matter indeed settled by one of two methods: Verification by case number OR verification by confirmation from defense attorneys. See below:

**Verification by case number:** The JVR can only publish a confidential settlement if we can verify that a settlement occurred. We can do that if you provide the case file number.

**Case Number:** Click or tap here to enter text.

*We WILL NOT include the case file number in confidential settlements and will not disclose it to any party.*

**Verification by confirmation from defense attorneys:** If the matter settled pre-suit, or you otherwise do not wish to provide the case file number, we can accept emailed confirmation from the defense attorneys or insurance adjustors. You may simply copy defense attorneys or adjustor when you email the submission form to us. In the text, explain that you are submitting the attached form to us for publication, and request that defense attorneys reply all with the word “confirm.” Here is an example of the text you can use:

*Dear [defense attorneys],*

*We are submitting the attached Settlement Report Submission Form to the Jury Verdict Reporter for publication. In order to maintain the terms of the confidentiality agreement, we have provided only general information regarding the settlement and no information that could reveal the identities of the parties. JVR requires verification of the settlement agreement. JVR will not publish your names or any other confidential information. To confirm the matter settled, simply reply all and write “confirmed.” Thank you.*

If you would prefer us to contact defense attorneys, please let them know in advanced that you will be submitting a report to JVR for publication and that we will be contacting them. In our experience, defense attorneys are more amenable to the request if they are not surprised.

**Defense attorney(s)’ names and email addresses:** Click or tap here to enter text.