

PROBATE SETTLEMENT OFFICER INFORMATION SHEET

Thank you for volunteering as a Probate Settlement Officer. Please note the following which should not only ensure the success of your settlement conference, but make the experience more rewarding for you as well.

1. Please be sure to arrive in Department 5 on the selected date no later than by 8:30 a.m. At the check-in counter you will find a Probate Settlement Conference Reservation Book which lists the case and parties' and counsels' names for each matter by date. You should inquire of the courtroom if parties and counsel are present and ready for the matter identified.
2. Settlement briefs are not lodged, there are no court files available for your use and the courtroom clerk cannot provide or print out copies of pleadings or other scanned documents. However, at the time the parties signed up to participate in the program, they were advised to bring briefs and/or operative pleadings to the conference with them (this is also indicated on the court's website at www.lasuperiorcourt.org).
3. Settlement Conferences are held in conference rooms A, B and C at the back of the cafeteria on the 9th floor.
4. Travel with the parties over to the conference rooms or other designated location.
5. If the matter is resolved in whole or in part, you should use the form Settlement Agreement. The form Settlement Agreement should be emailed to you with these instructions, or if not, you may obtain the latest version of the form from the San Fernando Valley Bar Association's website at <https://www.sfvba.org/Member%20Resources/probateconfpanel.aspx>.
6. Remember, if you are unable to volunteer on the date you have been designated to serve, you must make your own arrangements to have another volunteer from the panel approved by the Probate Settlement Committee do so on your behalf. Please do not contact the court staff in this regard.

Thanks Again!

NOTE ABOUT PARKING:

You should have been separately advised to park at Lot 26 or Lot 17, both located at 1st and Olive. Lot 17 (enter off Olive) requires a prepayment which is to be reimbursed at presentation of the validation sticker. Lot 26 (enter off 1st street) does not require prepayment. At the conclusion of your service, please visit Room 203 for your validation.