

Checklist for a Settlement Agreement

Keep a copy of all documents for your records.
Attend all court hearings.

(1) Settlement Agreement

- Complete the heading exactly as it appears in the Affidavit and Summons.
- Complete the entire form, describing the terms of the agreement in detail.
- Paragraph (6): Answer whether a mediator helped you reach the agreement and identify the mediator.
- Omit any private or protected information. When filed, this document is a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Present the form to the judicial service assistant, who will present it to the judge. The judge is the only person who can postpone the trial for more than 45 days.
- Each party and the mediator should keep a copy.
- File the form with the judicial service assistant.