UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND

CHAMBERS OF
CHARLES B. DAY
UNITED STATES MAGISTRATE JUDGE

U.S. COURTHOUSE
6500 CHERRYWOOD LANE
GREENBELT, MARYLAND 20770
(301) 344-0393

June 9, 2021

Via Electronic Filing

To: Counsel of Record

Re: Jennifer Eller v. Prince George's County Public Schools, et al.
Civil Action No. TDC-18-3649

Dear Counsel:

Please be advised that a follow-up settlement conference in the above-captioned case has been scheduled for **Tuesday, July 6, 2021 at 9:30 a.m.** It is essential that the parties, or in the case of a corporation or partnership, an officer or other representative with complete authority to enter into a binding settlement, be present in person. Attendance by the attorney for a party is not sufficient. *See* Local Rule 607.3. Please also be advised that the conference may take the entire day.

In light of the COVID-19 pandemic, our Settlement Conference will be a **virtual mediation session**. Instructions on how the settlement conference will be conducted will be provided after receipt of ex parte letter (described more fully below).

No later than **Tuesday, June 29, 2021 by 12:00 noon**, I would like to receive from each party a brief letter providing the status of the case and negotiations via e-mail (mdd_CBDChambers@mdd.uscourts.gov)

The letters may be submitted ex parte and will be solely for my use in preparing for the settlement conference. I also will review the pleadings in the court file. Additionally, if you want me to review any case authorities that you believe are critical to your evaluation of the case, please identify.

Notwithstanding the informal nature of this letter, it is an Order of the Court and the Clerk is directed to docket it as such.

Very truly yours,

/s/
Charles B. Day
United States Magistrate Judge