

---

---

# COUNTY CIVIL MEDIATION PREPARATIONS

Only For parties with an Order of Referral to Mediation; Disregard if set for Pre-trial Hearing and Mediation - no preparations needed

---

## 1. PRO SE PLAINTIFF (NO ATTORNEY)

---

- Coordinate with Defendant, three dates and times both parties are available for mediation
- Complete a Mediation Scheduling Request Form (MSRF); add the three dates/times and specific courthouse to the Mediation Conference section of form (Time slots = 11:00; 1:00; 2:30; or OPEN)
- Email or Mail completed MSRF to Mediation Services Coordinator (contact information on form)
- Once you receive a Confirmation of Mediation Letter, be sure to pay mediation fees, to Clerk of Court (Room 2.22), at least 10 days prior to set date for mediation
- Bring receipt and any documentation/evidence you deem pertinent in assisting towards progress/clarifying issues in the mediation/negotiation process; if non-English speaking, please bring Interpreter/Translator

## 2. PRO SE DEFENDANT (NO ATTORNEY)

---

- Make yourself available to be contacted by opposing party, to coordinate mediation dates
- Once you receive a Confirmation of Mediation Letter, be sure to pay mediation fees, to Clerk of Court (Room 2.22), at least 10 days prior to set date for mediation
- Bring receipt and any documentation/evidence you deem pertinent in assisting towards progress/clarifying issues in the mediation/negotiation process; if non-English speaking, please bring Interpreter/Translator

## 3. PLAINTIFF'S ATTORNEY

---

- Coordinate with Defendant/opposing counsel, three dates and times both parties are available for mediation
- Complete a Mediation Scheduling Request Form (MSRF); add the three dates/times and specific courthouse to the Mediation Conference section of form (Time slots = 11:00; 1:00; 2:30; or, OPEN)
- Email or Mail completed MSRF to Mediation Services Coordinator (contact information is on form)
- Once Confirmation of Mediation Letter is received, file a Notice of Mediation with the Court
- Be sure your client has paid mediation fees, at least 10 days prior to set date for mediation; and, bring receipt to mediation
- Be sure your client brings any documentation/evidence you deem pertinent in assisting towards progress/clarifying issues in the mediation/negotiation process; if non-English speaking, please bring Interpreter/Translator

## 4. DEFENDANT'S ATTORNEY

---

- Make yourself available to be contacted by opposing party/counsel, to coordinate mediation dates
- Once you receive a Confirmation of Mediation Letter, be sure your client pays mediation fees, to Clerk of Court (Room 2.22), at least 10 days prior to set date for mediation
- Bring receipt and any documentation/evidence you deem pertinent in assisting towards progress/clarifying issues in the mediation/negotiation process; if non-English speaking, please bring Interpreter/Translator