

## MEDIATION CHECKLIST

- You will receive a letter assigning you to an orientation
- Attend orientation
- After both parties attend orientation you will each receive a letter with your mediator's name and telephone number
- Both of you must call the mediator to schedule an appointment for the first session
- Gather any information that will help with scheduling (day-care hours, children's athletic schedules, school calendar)
- Attend the first mediation session
- Schedule the next session if needed
- When you reach an agreement:
  - The mediator will send the Agreement to you for you to sign and return or you can sign it at the mediation session
  - Have your attorney review the agreement before you sign it, if you have one
  - If needed, schedule another session with the mediator to review any changes and sign the Agreement
  - You will receive a copy of the signed Agreement (signed by both parties and the mediator)
  - The signed copy of the Agreement will be filed with the court
  - If you do not have an attorney, your mediator will also give you a Stipulation and Order form for you to bring, along with a copy of the signed agreement, to the Clerk of Courts. *Each party needs to sign the Stipulation and Order form.* You can also mail these documents to the Clerk of Courts or efile them.  
Someone at the Clerk of Courts can help you get these papers filed with the Court to make the agreement enforceable by the Court
- If you reach a partial agreement:
  - The Agreement will be filed; the process is the same as above
  - Remaining issues will be decided by the Court process
- If you do NOT reach an agreement:
  - A Response to the Court will be filed advising that an agreement was not reached; *but*
  - It is your responsibility to start the next Court process after mediation has been unsuccessful

The Court process will not automatically begin until you start it  
A volunteer at the Family Law Assistance Program or clerk at the Clerk of  
Courts can help you get the correct forms for this process (ie. Motion, Order to  
Show Cause)