

MEDIATION PROCESS THROUGH DISTRICT COURT

- I. The Attorney or Judge files a "Attorneys Certificate of Child Custody Issues" or the party files a "Certificate That Child Custody Is At Issue".
- II. The Court fees of \$137.00 are paid. If the party files and the judge orders "Free Process", they do not pay.
- III. The Mediation clerk enters a "Notice of Mediation" and sends the Mediation package to the parties. Copies of the "Notice of Mediation" are sent to the assigned Mediator and the parties attorneys.
- IV. If the Mediator has a conflict with accepting the case he/she files a "Declaration of Conflict or No Contact". The Mediation clerk re-assigns the case to a different mediator.
- V. The Mediation commences and is completed within 45 days of first meeting. When the case is completed the Mediator sends into the Court the following:
 - 1) "Final Mediation Report"
 - 2) Income Statements from parties
 - 3) Parenting Plan
 - 4) Invoice for services performed by the Mediator
- VI. If the Mediator determines an extension of time would be beneficial a "Petition for Extension of Mediation" is sent to the Court.
- VII. After the Mediation clerk receives all the forms from the Mediator the amount to be assessed will be determined using the Supreme Court ruling regarding the parties income. A "Notice of Assessment" will be sent to the parties, copies will be sent to the attorneys.

**MEDIATION PROCESS
MEDIATOR STANDPOINT**

- I. A "Notice of Mediation" is received.
- II. If the Mediator has a conflict with accepting the case he/she files a "Declaration of Conflict" with the Court.
- III. If the case has been accepted the mediator waits to hear from parties.
- IV. If no contact has been made with the mediator the mediator will:
 - A. Contact the attorney - if there is one.
 - B. Send a "Declaration of No Contact" to the Court.
- V. If the parties contact the mediator after receiving a copy of the "Declaration of No Contact", the Mediator sends in the form "Renewed Contact with Mediator" before it is assigned to a different Mediator.
- VI. If the mediation proceeds as it should the mediation should be completed within 45 days. The mediator will send into the court the following:
 - A. Final Mediation Report
 - B. Income statement from parties
 - C. Parenting Plan
 - D. Invoice for services