

### **Attorney Referral to Mediation**

At any time after the Answer is filed, an attorney may request the referral of a case to mediation. The process to request the referral is as follows:

1. Obtain the agreement of the other attorneys for the referral to mediation and multiple dates that work for all parties.
2. The referring attorney confirms available dates with the Mediation Office.
3. The referring attorney prepares the Motion and Proposed Order for Referral to Mediation. (A sample motion and sample proposed order are available in the Documents section of this website.)
4. The referring attorney obtains the signatures or telephone consents of all other attorneys and parties who are not represented by counsel for the Motion.
5. The referring attorney files the Motion and proposed Order with the Court for consideration and sends a copy of both to the Mediation Office.
6. The Mediation Office will hold the requested time slot pending the approval of the Order.
7. The Court will rule on the Motion, if the Judge decides to grant the motion, then the Court will notify the attorneys and the mediator by forwarding copies of the approved Order.
8. The Mediation Office will confirm receipt of the Order by sending a Mediation Notice to the attorneys and to the parties not represented by counsel.

If opposing counsel has not agreed, but you would like to try mediation or if you have other questions, then contact the Mediator at (440) 328-2250.