

THE GCRS PROCESS

- 1. Request for GCRS:** The Supreme Court of Ohio Dispute Resolution Section (“DRS”) receives a request for services. Requests for services can be made either by filling out a GCRS Request for Services Form and submitting it electronically through the GCRS website or by telephoning the Dispute Resolution Section at 614.387.9420.
- 2. Information Gathering:** DRS will collect information from the requester of GCRS including, but not limited to:
 - Contact information
 - Preferred service
 - Nature of the dispute
 - Time-frame in which the service should ideally be conducted
 - Whether the service would be open to the public or conducted privately.
- 3. Eligibility Determination:** DRS will confirm that all individuals involved are public officials and that the dispute involves a public matter or impacts the ability to perform public duties.
- 4. Consent to Use GCRS:** After speaking with the requester of GCRS and determining eligibility, DRS will contact the non-requester of GCRS to determine interest and willingness to participate in GCRS. DRS will gather information from the non-requester as outlined in the section on Information Gathering, above.
- 5. Selection of Service:** DRS confers with participants to determine which service (neutral evaluation, mediation or facilitation) would best suit their needs.
- 6. Assignment to Third Party Neutral:** DRS will select an appropriate third party neutral, as well as a subject matter expert, if necessary, after considering the preferences of the participants. While participants may express their preference for a certain third party neutral, the ultimate selection rests with DRS.
- 7. Scheduling the Service:** DRS will coordinate with the participants a date, time and location for the service. It will also be determined at this time whether the service will be conducted privately or whether it will be open to the public. If the session is not open to the public, participants are expected to choose a facility with access to multiple rooms so that the third party neutral may caucus with the participants should the need arise.
- 8. Conduct Service:** The assigned third party neutral will conduct the service. Prior to the commencement of the dispute resolution session, the participants will be required to sign an agreement consenting to the use of dispute resolution to attempt to resolve their dispute. They will also be required to sign a confidentiality agreement if the session is not open to the public.
- 9. Agreement:** If an agreement is reached, a memorandum of agreement will be written and signed by all parties to the dispute. The third party neutral will provide a copy of the memorandum of agreement to each party.
- 10. Outcome Report:** The third party neutral will send an outcome report to DRS informing DRS of the results of the service so that it may maintain statistics on GCRS success rates. The outcome report only discloses whether the parties engaged in a dispute resolution process, who participated in the process and whether the matter was resolved. The outcome report does not give information as to the substance of any agreements reached during the dispute resolution process.