**OREGON MUNICIPAL COURT**

**MEDIATION DEPARTMENT**

Case No./Mediation No. Date:

Claimant/Petitioner/Plaintiff: Respondent/Defendant:

**NOTICE OF MEDIATION**

**DATE:**

**TIME:**

**LOCATION: Oregon Municipal Court, 5330 Seaman Road, Oregon, Ohio 43616**

**You are receiving a copy of this notice because your presence at a mediation scheduled by the Court is required. This mediation cannot occur without your attendance. This session will last 1-2 hours.**

WITHIN FIVE (5) DAYS, CONTACT THE CIVIL CLERK AT (419) 698-7174 (between the hours of 8:30 AM and 4:30 PM, Monday through Friday) TO CONFIRM RECIEPT OF THIS LETTER AND YOUR ATTENDANCE AT THE MEDIATION. Failure to do so may result in a delay of your case and/or further action by this Court. When you arrive, please check in at the Clerk’s office.

A **request for a continuance** of the mediation must be submitted in writing stating the reason(s) for the request at least TWO WEEKS before the scheduled mediation. The request must be mailed to: Oregon Municipal Court Attn: Kimberly Walls, 5330 Seaman Road, Oregon, Ohio 43616. **Do NOT file the request with the Clerk’s Office.**

Contact the Civil Clerk immediately if: 1) there have been issues of violence, 2) you are concerned about your safety, 3) being in the same room with the opposing party, 4) you have any questions concerning the mediation process, and/or 5) you have settled this matter prior to the mediation.

Thank you for your cooperation.

Oregon Municipal Court

\*\*\*FAILURE TO PARTICIPATE MAY RESULT IN ADDITIONAL LEGAL ACTION\*\*\*

(TURN OVER FOR INFORMATION ABOUT THE MEDIATION PROCESS)

**About the mediation process:**

* Mediation is a process in which a mediator (the individual who conducts the mediation) facilitates communication and negotiation between parties to assist them in reaching a voluntary agreement regarding their dispute.
* This is an out-of-court procedure and attorneys are not required. However, parties have the right to have their attorneys present and participate in the mediation. Please contact Mediation Department if your attorney will attend.
* All mediation communications are confidential pursuant to Local Rule 2.1. However, you may share all mediation communications with your attorney whether they attend or not. However, the mediator may inform the Court or report to proper authorities certain information including: 1) allegations of abuse or neglect of a child, 2) certain threats of harm to other people or yourself, 3) things said during the mediation process to plan or hide an ongoing crime, and 4) things said during the mediation process that reveal a felony crime. Otherwise, the only information that the mediator provides to the Court is party attendance and the outcome of the mediation.
* If the parties wish, other individuals they designate are allowed to accompany them and participate in the mediation. Please contact Mediation Services in advance should you choose to bring someone with you.
* If an agreement can be reached that is satisfactory to ALL parties, valuable time can be saved by avoiding on-going court involvement. The mediator will put all agreements in writing for the parties.

⮚ Parties should attend the mediation prepared to explain the circumstances surrounding the issues to be mediated.

⮚ Parties should have ideas about how things may be made satisfactory in an effort to resolve this matter expeditiously.

⮚ The mediator is NOT a judge. The mediator will not make a determination as to right or wrong or reach a decision in the matter. The mediator will assist parties in coming to their own agreement that satisfies ALL parties involved.

⮚ All parties will have the opportunity to express their concerns and respond to the concerns of the other parties.

⮚ The mediator may hold individual meetings, which are called caucuses, with each party at any time during the mediation.

* This process will last approximately 1-2 hours for each scheduled session. Please schedule accordingly.
* Mediators do not provide legal advice and they will not be an advocate for either party.

⮚ Childcare is not provided. Please do not bring young children to the mediation.