

Request for Mediation

Instructions and Forms for Packet 6H

General Information

Mediation is a process that provides an opportunity for people in conflict to reach a solution with the help of a neutral third party (the mediator). Finding solutions is the focus of mediation. In Lane County, if there is a disagreement in final custody and/or parenting time (visitation), parents must attend a Mediation Orientation before a judge will hear the case in court. This rule applies to parents who are separated, divorcing or divorced, as well as to unmarried parents. A Mediation Orientation will be scheduled when one or both parents, or their attorneys, file a request for mediation with the court. This set of forms and instructions explain how to file a request for mediation.

When filling out the forms, follow these directions:

- The case heading is the same as listed on the Petition or Motion that started the action.
- Some forms have to be notarized or signed in the presence of a court clerk. You will need your picture ID for this. Many banks provide notary services.
- Make yourself a copy of any document you are filing with the court. File the original with the court clerk.
- Keep the court informed of your current address so you get notice of all court dates. **You are not required to use your residential address on any court form.** You may use a contact address where you regularly check in. If you use a contact address, the court will assume that you will receive all notices sent to that address.

STEP 1: Referral to Mediation

If there is a disagreement between parents concerning custody or parenting time at any stage of a domestic relations proceeding, parties can access mediation one of two ways:

1. Stipulated Request for Mediation

- a. Fill in the names of the Petitioner and Respondent and the case number.
- b. Select whether you will use the Lane County Family Mediation Program, the court connected program, OR the use of an independent mediator.
- c. Sign, date and fill in your address and have the other parent do the same.
- d. File the form with the Cashiers on the second floor of the Courthouse. The hours are 8:00 a.m. to 5:00 p.m. There is no fee to file this form.
- e. If you selected the court-connected program, both you and the other parent should **promptly** call the Lane County Family Mediation Program at 541-682-3962 to set up an appointment for a Mediation Orientation.
- f. If you selected a mediator independent of the Court system, you will directly contract with the independent mediator and be responsible for payment of any agreed-upon fee for mediation

service. Additionally, you must file with the Court a written stipulation indicating the name of the mediator and the date set for the first mediation session.

2. Request for Mediation by one Parent and Order

- a. Fill in the names of the Petitioner and Respondent and the case number.
- b. Below the case caption, print your name and indicate whether you are the mother or father, sign and date.
- c. The Request must be presented to a Judge at an Ex Parte hearing. Ex Parte is a hearing that occurs Monday through Friday from 8:30 to 8:50 a.m. No appointment is necessary to attend. You must check in and pay a \$10.00 Ex Parte fee with the cashiers on the second floor of the Courthouse at 8:00 a.m. If your fees have been waived in the case you will not need to pay the Ex Parte fee. The cashier will direct you to the courtroom to see the Judge.
- d. Once the Judge signs the Order, file it with the cashiers. You may not leave the courthouse with an Order that has been signed by a Judge. You must make a copy of the Order to promptly mail or delivery to the other parent. You may ask the cashiers to make a copy of the Order, the charge is 25 cents/page or come prepared with a copy and ask the Cashier to conform the copy. Complete and sign the bottom portion of the original to declare that you will deliver a copy to the other parent.
- e. You must contact the Family Mediation Program at 541-682-3962 within seven (7) days of the date the copy of the Order was mailed or given the other parent to set up an appointment for a Mediation Orientation.

Step 2: Attend Mediation Orientation and Mediation

Mediation consists of an orientation session and a maximum of four sessions involving the parents and the mediator. Additional sessions may be provided if recommended by the mediator and approved by the program's supervisor.

A Mediation Orientation is required even if one of the parents resides outside of Lane County and mediation via telephone may be an option.

If domestic violence or intimidation is alleged, be assured that such topics will be discussed privately with the mediator and that your comfort and safety will be ensured. Following the Mediation Orientation, mediation will not continue unless desired by both parents. The mediator will not require parents to speak together or be in the same room together.

Step 3: What's Next?

If you reach an agreement in mediation, it is not an enforceable court order until it is filed with the final documents and signed by a judge. If you do not have an attorney and need assistance, the Family Court Assistance Office (541-682-4302) can provide forms and information to help you. If there are other unresolved issues, the case may still go to trial.

If parents do not reach an agreement in mediation, the mediator will notify the Court, in which case the proceeding will be scheduled for hearing in the same course and with the same priority as if there had been no mediation.