

ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME AND ADDRESS) TELEPHONE NO.: ATTORNEY FOR (Name):	<i>FOR COURT USE ONLY</i>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO <input type="checkbox"/> UKIAH Courthouse, State and Perkins Streets 100 North State Street, Ukiah, CA 95482-0337 <input type="checkbox"/> TEN MILE Branch Court 700 South Franklin Street, Fort Bragg, CA 95437	
PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
ORDER re: REQUEST FOR TELEPHONIC APPEARANCE FOR FAMILY LAW MEDIATION	HEARING DATE: TIME: DEPT.:

Request for telephonic appearance filed by petitioner respondent other parent _____ is:

DENIED – reason(s) as stated: _____

GRANTED pursuant to the following terms:

- a. Mediation sessions are typically three (3) hours. Party must be available for the duration of the mediation session.
- b. Party must use a land line telephone for the duration of the mediation session as mediation may be terminated if cellular phone reception is problematic.
- c. Party is responsible for all costs and arrangements of the telephonic appearance.
- d. Party must ensure that they have the use of a private area for the duration of the mediation session.
- e. No other individuals, including children, may be present for the duration of mediation session.
- f. Party must complete and return the *Family Mediation Intake* form (local form MFL-230) to the Family Mediator, either by fax or by e-mail, **at least five (5) days prior** to the mediation session.
 Family Mediation Intake form: <http://www.mendocino.courts.ca.gov/forms/MFL-230.pdf>
 Fax Number: 707-463-6874
 E-mail to: familycourtservices@mendocino.courts.ca.gov
- g. Party must watch *Orientation to Family Court Mediation and Child Custody Recommending Counseling*, a 30-minute video, **prior to** the start of the mediation session.
 Video link: <https://www.youtube.com/watch?v=wJOcjP5RikQ&hl=en%5FUS&version=3&rel=0>

Step-by-Step Procedure for Approved Telephone Mediation

- 1) Contact CourtCall, LLC (1-888-88-COURT) least three (3) court days before the hearing to arrange to appear in Family Court at the designated time of the hearing. The Family Court judicial officer will refer you to Family Mediation.
- 2) At the time assigned by the Family Mediator, telephone the Family Court Conference Room at 1-707-463-4794 to attend Family Mediation Orientation.
- 3) Upon completion of Family Mediation Orientation the Family Mediator shall give you a designated time and number to telephone into the mediation office to begin your mediation session.
 - a. Once mediation begins the Family Mediator will be meeting with each party separately at least once therefore the party attending mediation by telephone may be placed on hold or asked to hang up and telephone back into your mediation session several times during the session.
- 4) Once parties have agreed to a *Parenting Plan*, the Family Mediator will prepare the *Plan* and a *Stipulation and Order* which parties will be required to sign. The *Parenting Plan* cannot become a court order without a signature therefore, the party attending the mediation by telephone will have to follow certain steps to sign the forms and return them to the Family Mediator within two (2) business days, no later than 5:00 p.m., after the conclusion of the mediation session.

Date: _____

Family Mediator, Superior Court of Mendocino County