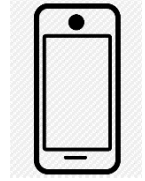




TELEPHONE/ZOOM/IN PERSON
DIRECTIONS FOR FAMILY MEDIATION



YOU WILL USE ONE OF THESE METHODS BELOW

- 1. CONFERENCE CALL INSTRUCTIONS:** You will be given a mediation time to call into conference call line and told to use either Line 1 or Line 2. You must be ALONE and in a private place during your phone appointment. Mediation is a confidential process. It is not appropriate for your children or anyone else to be in the room with you while you are in mediation. No one else is allowed access to the proceedings. Your appointment may take 1-2 hours.

Line 1) Call this number: 1-866-434-5269	Participant Code: 7527436#	Your Phone Appointment Time is: _____
Line 2) Call this number: 1-888-273-3658	Participant Code: 2025851#	Your Phone Appointment Time is: _____

- 2. ZOOM INSTRUCTIONS:** A ZOOM link for your mediation appointment will be sent to your email by the family mediation office. You must be ALONE and in a private place during your Zoom appointment. Mediation is a confidential process. It is not appropriate for your children or anyone else to be in the room with you while you are in mediation. No one else is allowed access to the proceedings. Download Zoom to your phone, laptop, tablet. Etc. and use the link at your mediation appointment time:

_____ **(Your Zoom Mediation Time)**

- 3. IN-PERSON MEDIATION AT COURTHOUSE:** You will meet with the mediator in a conference room and participate in mediation in person.

MEDIATION PROCESS (SAME FOR ZOOM OR PHONE or IN-PERSON):

- Prior to mediation, Intake paperwork is collected and parties confirm how mediation will take place.
- At initial appointment, mediation orientation takes place and parents may ask questions about the handouts provided. Initial appointments take longer and may last 1-2 hours.
- Mediation will then begin:
 - Goal is to develop a PARENTING PLAN agreed upon by both parents
 - If agreement cannot be reached parties may be given a new court date, or told to file additional paperwork, or offered other remedies to reach resolution
- Parties may re-mediate to update their existing parenting plan by calling for an appointment: 707-463-4484. Additional mediations are typically scheduled for 1 hour.