



Superior Court of California, County of Mendocino

GUIDELINES FOR APPEARING BY TELEPHONE FOR FAMILY MEDIATION

- 1) Parties attending mediation must have prior authorization from the Family Mediator in order to participate in a mediation session by telephone. Upon approval of the request for telephonic appearance, the party attending mediation by telephone will call into the Family Court, via CourtCall, LLC (1-888-88-COURT), and will be referred to family mediation for a telephonic appearance. The party attending mediation by telephone is responsible for making all arrangements for the telephonic appearance and for all associated costs.
- 2) To request to appear telephonically for mediation, file a *Request for Telephonic Appearance for Family Law Mediation* (local form MFL-148) at least fifteen (15) days prior to your mediation appearance. (This is **in addition** to filing a *Request for Telephonic Appearance for Evidentiary Hearing – Family Law* [local form MFL-146] with the Family Court, to be reviewed and approved by the Family Court Judge.)
- 3) The Family Mediator will either grant or deny the request by signing an *Order re: Request for Telephone Appearance for Family Law Mediation* (local form MFL-149) at least seven (7) days prior to your mediation appearance.
- 4) Permission for appearing by telephone for mediation will be granted for good cause, such as:
 - You are in the military and are stationed out of the area.
 - You live a long distance from the court and are unable to travel to attend mediation.
 - You have a financial hardship.
 - Other considerations
- 5) Access to a land line telephone is required and must be used for the duration of the mediation session.
- 6) The party attending mediation by telephone must ensure that they have the use of a private area for the duration of the mediation session. No other individuals may be present, including children, during the mediation session.
- 7) Mediation sessions are typically three (3) hours. Parties must be available for the full duration of the mediation session though the party attending the mediation by telephone may be placed on hold or asked to hang up and telephone back into the mediation session several times.
- 8) The *Family Mediation Intake* form (local form MFL-230) must be filled out and returned to the Family Mediator, either by fax or e-mail, **at least five (5) days prior** to the mediation session.
 - Form: <http://www.mendocino.courts.ca.gov/forms/MFL-230.pdf>
 - Fax number: 707-463-6874
 - E-mail address: familycourtservices@mendocino.courts.ca.gov
- 9) The party attending mediation by telephone must watch *Orientation to Family Court Mediation and Child 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>
- 10) When parties reach an agreement, they must sign an agreed upon *Parenting Plan* and a *Stipulation and Order* form at the conclusion of the mediation session. The Family Mediator will fax or e-mail the forms to the party attending mediation by telephone; that party must fax or e-mail the signed forms back to Family Mediation within two (2) business days of the conclusion of the mediation session. If the forms are not signed and returned to the Family Mediator within two (2) business days, parties will be required to return to court, on a date set by the Family Mediator, to have a judge decide the matter.