

Instructions for Completion of Alternative Dispute Resolution (ADR) Project Plan

Documents in packet:

- Mediation Order.
- Waiver
- Delaware County Circuit Court ADR Project Facilitation Agreement
- Intake Form
- Delaware County Circuit Court ADR Project Waiver and Consent to Release Confidential Information Form
- Alternative Dispute Resolution (Mediation Outcome)
- Mediation Program Survey
- Sliding Scale for Reimbursement

Mediation Order

1. Judge needs to determine the income based on the attached schedule and whether or not the parties will be responsible for any portion of the mediation expenses (see sliding scale).
2. The mediator fee is fixed at \$75.00 per hour. The mediator must be a certified family mediator.
3. The Judge will determine a maximum amount of time for mediation. (recommendation: four (4) hours). If further time is needed, the parties will need to petition the Court with an explanation for increased hours.
4. Distribution to all parties will be made by the Court.

Waiver

1. The Waiver must be completed at the time of the Mediation Order. If the Judge orders Mediation at a time when the parties are not present, a hearing should be set for all parties to appear and complete the documentation necessary for the mediation.

Delaware County Circuit Court ADR Project Facilitation Agreement

1. This agreement should be signed at the end of the hearing.

