

MEDIATION ACTION CHART

Action Taken	Attorneys/Party	Clerk of Court	Mediator	Judge
Complaint – Motion filed	Attorney/Party consult with opposing side Re: ADR	Sets Pre-Trial conference date (TO BE SET WITHIN 30 DAYS OF FILING)		
Pre-Trial conference hearing	Attorney/Party to agree upon form of ADR or Expedited Trial	Clerk of Court to notify mediator of appointment and names, addresses and telephone numbers of attorneys and case name (WITHIN 10 DAYS)		Appoints mediator and enters Order for ADR
Notification of Mediation date			Mediator to notify attorneys/ parties of date, time, and place of mediation	
Mediation conference (TO BE HELD WITHIN 60 DAYS)	Meeting with mediator for conference		File Report with Court upon completion of mediation	