

**Checklist for Pre-Session Conference Call**

At a time and date mutually convenient to counsel for all parties, the mediator would like to schedule a conference call with counsel to discuss the following and other topics that you would like to discuss to prepare for the mediation.

1. The identity of the parties and a brief discussion on the nature of the dispute and interests

 to be addressed in the mediation;

2. Status and need for exchange of documents and other information;

3. Answer questions of counsel about mediation process, mediator style and approach,

 disclosures, if any;

4. Status of litigation, if any, and any court deadlines that would affect scheduling and

 completion of the mediation process;

5. Pre-session statements and submission process: whether, when, topics to be addressed,

 length, how exchanged;

6. Scheduling of mediation session(s): dates, start and end times;

7. Names, titles, and roles of all persons who will be attending the mediation. Are there

 other persons or parties that should be invited to participate?

8. Equipment/A-V needs; dietary considerations for lunch; other special needs;

9. Any suggestions of counsel to ensure a successful mediation process.

Please contact your case manager to schedule this call.