



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.