

## **MEDIATION CONFIRMATION**

I hereby thank you, \_\_\_\_\_, for volunteering to mediate on the following dates:

---

---

---

---

### **SCHEDULING:**

Please secure the above dates on your calendar from 9am – 6pm. As soon as we set a case for you, we will send you a Mediator Confirmation Letter. This letter will include the Cause Number, Case Style and Contact Information on the mediating attorneys. DCAP requests that the mediating attorneys provide you with inventories, pleadings, offers, and any other case-relevant info that will help you prepare in advance. If you do not receive the information requested, PLEASE contact the mediating attorney offices to obtain your documents. If you do not receive a mediation confirmation letter and your pre-set mediation date is within the week, please call the DCAP office to double check on the status of your day.

### **MEDIATION DAY:**

Please arrive at the D.C.A.P. office by 8:50 AM on the above date for your mediation session. The Petitioning/Plaintiff party will arrive at 9 a.m. and the Responding/Defending party will arrive at 9:30 a.m. We will have you, the parties, the parties attorneys, and the mediation student (if applicable) sign the following agreements prior to mediation beginning: Mediation Disclosure Agreement, 5:00 PM Agreement, and the Shadow Confidentiality Agreement.

The Mediation Session is from 9 a.m. to 5 p.m. In the event that an agreement has not been signed off by all parties by 5pm, then the following options will occur:

- 1) An impasse is called by you
- 2) You continue working at DCAP until the doors lock at 6 p.m. For this additional hour, you will be compensated for one hour of your hourly rate which will be split between the parties. Make sure that we have the correct hourly rate documented in the beginning paperwork BEFORE we begin the mediation that morning.
- 3) If you choose to continue past 6 p.m., you must relocate to another location of your choice. Due to staffing costs, we must lock the DCAP doors at 6 p.m.
- 4) The parties may reschedule to continue their mediation on another day. They may do this with you at your hourly rate or they may choose to come back through DCAP for an additional 1-day mediation fee determined by their Court Order, but they are not guaranteed the same mediator. If you need space to mediate their case privately, you may use the DCAP facilities as a DCBA Member at no charge. Please coordinate with the DCAP staff on dates that we have rooms available for use.

## **MEDIATED SETTLEMENT AGREEMENT**

The DCAP Staff will have prepped the standard MSA for you to revise throughout the day. Rights and Duties are available in each mediation room, or you can request them from the DCAP staff. At the conclusion of the mediation, the MSA, Rights & Duties (if applicable) and Exhibits (if applicable) will be typed, edited, agreed upon, signed, and then copied. The original is filed by DCAP with the court. DCAP will also keep a copy for our file.

## **DIRECTIONS**

We are located at: 512 W. Hickory Street, Ste. 202 Denton, TX. 76201  
You may get directions by going to: <http://dentonadr.com/contact.php>

## **CANCELLING & RESCHEDULING**

If you volunteer for a day and the mediation gets cancelled, I will count that towards one of your donated four. However, if I get desperate, and I need to call in a favor, I reserve the right to call you and beg you for another day. If YOU must cancel, it is up to you to find your own replacement for that day. You may call the DCAP office and see who is available on certain days for swapping purposes.

Thank you and I look forward to working with you!

Michelle Houston  
Calendar Girl, DCAP  
Denton County Alternative Dispute Resolution Program  
940-320-1500  
940-320-1502 fax  
[mhouston@dentonbar.com](mailto:mhouston@dentonbar.com)  
[www.dentonbar.com](http://www.dentonbar.com)  
[www.dentonadr.com](http://www.dentonadr.com)