

Procedures for Pro Bono Mediation Program

1. Lawyers from different firms are scheduled either Tuesday, 9:00 or Thursday at 1:30 for a single mediation session. The volunteer lawyer has the authority to set further mediation sessions;
2. Court sends documents to pro bono coordinator, who runs casual conflicts;
3. PB coordinator will forward documents to volunteer lawyer. Confirm with Pam that you can/will attend or have arranged for someone within Fredrikson to cover your session;
4. Open a new matter for mediation session. This is needed to confirm conflict information and get names into the system. The client number is: Hennepin County Mediation Project, 57468;
5. You may decide to contact the parties to introduce yourself prior to the mediation session. Contact information is included in the materials provided by the Court;
6. Bring:
 - a. A copy of your bio,
 - b. Agreement to Mediate (document # 4358729), with attached Minn. Stat. § 572.35;
 - c. Mediated Settlement Agreement (document # 4358809), with attached Minn. Stat. § 572.35. Please bring enough for all parties;
7. Mediations will take place in rooms 324 and 326A in City Hall. If you arrive and the doors are locked, please go to the Conciliation Court office next door. They have a key. The following forms will be available in the room:
 - a. Blank Mediated Settlement Agreement (in case you forget our copy)
 - b. Result form. There is also a copy included in your package of documents. This form is very important as it needs to be returned to the Court.
 - c. Customer Survey Form. You and the parties should fill this out. Place the completed forms in the drop box in the meeting room. We are very interested in feedback as we put together and grow this program.
8. A computer and printer are available in an office in the hallway. There is no Internet access. You may bring a flash drive with your documents on that if you wish. Please let Pam know if you want to do this;
9. While you are under no obligation to do so, you may decide to schedule another mediation. You may schedule the meeting at our offices, as the offices at City Hall will not be available;
10. When you have finished mediating, please fill out the result form that you received with your documents, make a copy for the file, and return original to Court.

Please note: The Orders state that “no continuances shall be granted except for the most extraordinary and unforeseeable events.” Please try to make every effort to attend your session or to find a replacement. Thank you!