

**Thank you for agreeing to use mediation to resolve your case!
Mediation is commonly a voluntary process. In San Mateo County we track your progress to assist you in fulfilling your agreement to pursue mediation [Local Court Rule 2.3(i)(3)].**

There are 3 easy steps:

Step 1: Choose a Mediator

Select any mediator that all parties agree to

First review the San Mateo Superior Court Panel at www.sanmateocourt.org/adr (for bio info, case expertise and hourly rates of mediators) , however you can use a mediator **that does not appear** on that list

Parties will share the mediator's market rate fees



Step 2: Schedule mediation session with chosen mediator

You are encouraged to participate in mediation ASAP

It must be completed prior to the Mandatory Settlement Conference ("MSC")



Step 3: File *Stipulation and Order to Appropriate Dispute Resolution* (Form "ADR-CV-1")

Must include NAME OF MEDIATOR and DATE OF MEDIATION

Download form at www.sanmateocourt.org/adr

No later than 21 days after Case Management Conference ("CMC")

All counsel/parties must sign (in most cases, facsimile signatures will suffice)

No filing fee required

To get Judge's signature submit to Office of the Clerk of the Superior Court
(by mail, attorney service or drop-in)

Feel free to call ADR Staff at any time with questions or concerns at
(650) 261-5075 or **(650) 261-5076** or visit us on the web at
www.sanmateo.courts.ca.gov/adr.