

REQUEST TO ATTEND MEDIATION

PARTY REQUESTING MEDIATION

Name: _____ Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

OTHER PARTY

Name: _____ Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

Dear Ms./Mr. _____ :

Mr./Ms.: _____ contacted me on _____ requesting information about mediation. He/She has asked that I set aside 2 possible dates for a mediation session for the two of you to meet with me. _____ told me that:

- As stated in the court order, you both agreed to mediate if unable to resolve disputed issues on your own.
- It has been suggested or ordered that you attempt mediation.
- He/She would like to try mediation to come to agreement with you.

My understanding of the issues that _____ would like to discuss in mediation are:

- | | |
|---|---|
| <input type="checkbox"/> parent/child contact schedule | <input type="checkbox"/> pick-up & drop-off / transportation issues |
| <input type="checkbox"/> parent to parent communication | <input type="checkbox"/> parenting issues |
| <input type="checkbox"/> financial issues | <input type="checkbox"/> other _____ |

Please contact me to discuss scheduling a mediation appointment. I have the following openings at this time:

1.) Date: _____ Time: _____ Office Location: _____

2.) Date: _____ Time: _____ Office Location: _____

Please contact me within the next _____ days (at least 7 days) by _____ (date) to discuss the possibility of scheduling a mediation appointment. If you would prefer to work with another mediator, you may obtain a list of VSCFMP contracted mediators in your area by calling 800-622-6395 toll free in Vermont, or 802-828-4290.

If you choose another mediator, please let the party requesting mediation know in writing within 7 days, which mediator you prefer and have that mediator contact him/her by telephone.

Thank you,

_____	_____	_____
Mediator	Telephone	Date Mailed

- I have enclosed an informational brochure about mediation.
- I have sent a copy of this form to the party requesting mediation.
- I have kept a copy of this form for my files.