

HOW TO PROCESS THE ORDER FOR MEDIATION

- _____ 1. Complete the Order for Mediation. If you have an attorney, you may have your attorney review and sign the Order for Mediation.
- _____ 2. Each parent and their attorney, if applicable, must sign the Order for Mediation.
- _____ 3. Make copies of the Order for Mediation (one for you, the other parent and any attorneys, if applicable).
- _____ 4. Prepare self-addressed envelopes for yourself, the other parent and any attorneys, if applicable.
- _____ 5. Take the self-addressed envelopes plus the *original* Order for mediation and your appropriate number of *copies* to the administrative assistant for the division assigned to your case at the Judicial Building, 111 East 11th Street, Lawrence, KS

Each parent will receive in the mail a file-stamped copy of the Order for Mediation. The original Order for Mediation will be placed in the court file in the office of the District Court Clerk.

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

In the Matter of:)	
)	
_____ ,)	
Petitioner,)	Case No. DG _____
and)	Division _____
)	
_____ .)	
Respondent.)	

ORDER FOR MEDIATION

NOW ON this ____ day of _____, 20____, the above-captioned matter comes before the Court.

____ Petitioner appears in person pro se.

____ Petitioner appears in person and by counsel, _____.

____ Respondent appears in person pro se.

____ Respondent appears in person and by counsel, _____.

There are no other appearances.

WHEREUPON, pursuant to Local Court Rule 11, the Court makes the following findings:

1. The parties shall each attend mediation sessions with an assigned mediator from Douglas County Domestic Mediation Services.
2. The parties shall personally appear in the Office of the District Court Trustee to obtain the name and contact information of their assigned mediator.
3. Within three business days of this order, the parties shall each contact the assigned mediator to schedule their mediation sessions.
4. Each party shall pay the assigned mediator in advance for their share of mediation costs pursuant to the sliding scale established by Douglas County Domestic Mediation Services.

5. The mediator shall report to the court when a party fails to attend or fails to schedule a mediation session without valid excuse. The party failing to attend a scheduled session without valid excuse shall pay a fee \$50.00 inconvenience fee to the mediator prior to the next scheduled session.

6. The mediation session shall be governed by the provisions of K.S.A. 23-3501 *et seq.*

IT IS SO ORDERED.

JUDGE OF THE DISTRICT COURT

c:
Petitioner _____
Address _____
City, State, Zip _____

Petitioner Attorney _____
Address _____
City, State, Zip _____

Respondent _____
Address _____
City, State, Zip _____

Respondent Attorney _____
Address _____
City, State, Zip _____