

## PRIVATE MEDIATION

### INFORMATION FOR MEDIATORS

Litigants who do not have an “Order to Court Mediation” may contact Civil Mediation Panel members to arrange Private Mediations without court involvement or contribution.

#### 1. What are the procedures for accepting/rejecting a Private Mediation?

The court does not require any forms or notice concerning mediators' acceptance/recusal of Private Mediations. Civil Mediation Panel members are expected to follow procedures that comply with the [California Rules of Court](#) and [Local Rules](#).

#### 2. What forms are required at Private Mediation sessions?

##### [Attendance Sheets \(Judicial Council form ADR-107\)](#)

The mediator must request all mediation participants to complete the Attendance Sheet. (CRC 3.860(a)). Mediators must retain these sheets for at least two (2) years and provide them to the court on request.

##### [Post-Mediation Survey forms](#)

These forms are required by Local Rule 3228. Parties/counsel have ten (10) days to submit this form to the court. Encourage them to complete the forms before leaving the mediation room, but please step out of the room while they do so, and do not collect the forms.

#### 3. What forms are required after the mediation session?

**None.**