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# Mediator's Case Analysis

**JCMS Case Number**_____ **Analysis completed by [ ] Mediator [ ] Co-Mediator**

**Lead Mediator** _____ **Co-Mediator**_____

**Data:**

Number of people present at mediation session: _____

Number of people impacted by the dispute and/or its solution _____ (i.e., children, family members, neighbors, schoolmates, co-workers, community, etc.)

Number of 'sides' to the dispute: _____

**Case Organization:**

1. Disputants and co-mediator were contacted within one week of receiving case file. ☐ Yes ☐ No
2. A first meeting was scheduled within two weeks of receiving case file. ☐ Yes ☐ No
3. Room reservations made and meeting confirmed with parties and co-mediator. ☐ Yes ☐ No
4. Paperwork was submitted to JCMS office within one week of closure. ☐ Yes ☐ No
5. The lead mediator and co-mediator exchanged information and developed strategies regarding the parties and issues. ☐ Yes ☐ No

**Mediation:**

7. Opening: Mediators adequately covered procedural information, clarification of roles, confidentiality, ground rules and expectations. Agreement to Mediate was signed and copies provided. ☐ Yes ☐ No
8. Perspectives: Each party had sufficient uninterrupted time to present personal perspective, with time apportioned relatively equally among disputants. ☐ Yes ☐ No
9. Coordinating the Exchange/Conflict Analysis - Mediators reframed issues to facilitate understanding between parties, recognizing their interests and positions. Commonalities were noted and emotions respectfully handled. ☐ Yes ☐ No
10. Generating Options - Mediators facilitated productive brainstorming, encouraging all parties to generate options. Options were examined neutrally, and mediators used reality-testing techniques to check options for workability. Mediators encouraged parties to take responsibility for dealing with issues realistically. ☐ Yes ☐ No
11. Closing Statement - Mediators provided a definite conclusion, conveying necessary information, so parties know what is expected of them in relation to each other and what to do next (i.e., another session, file papers with court, etc.). Mediators summarized progress, if any, and recorded MOU, if any. ☐ Yes ☐ No
12. Ethical Behaviors - Mediators were impartial and did not give advice, opinions or judgments indicating bias, prejudice, or preference regarding the law, facts or parties. They did not offer advice or give legal opinions. ☐ Yes ☐ No

**Comments** about answers above, the case and/or the co-mediator (use additional sheet if needed):