



Case Activity Checklist

1. Receive case assignment from Program Administrator.
2. Communicate with co-mediator regarding availability, division of tasks.
3. LEAD MEDIATOR/CO-MEDIATOR (or both) conduct(s) intake telephone interviews with disputants; complete(s) INTAKE FORM.
4. If any disputant is no longer interested in mediation, document reasons on INTAKE FORM, notify other disputants and return file to Program Administrator; case will be closed.
5. If all disputants remain interested in mediation, arrange mutually acceptable meeting time.
6. Call JCMS office (303-271-5060) to arrange for meeting room and time. Receive verbal or e-mail confirmation of arrangements.
7. Confirm meeting arrangements with disputants. Email disputants meeting reminder with Short Description of Mediation. [RTD Route and Schedule Information 303.299.6000; TDD 303. 299-6089]
8. Mediators discuss, strategize, and confirm roles prior to disputant meeting.
9. Hold first mediation meeting.
 - Telephone: dial 9 to get out. No long-distance calls unless required by that case.
 - After mediation, please clean up the area, take coffee cups to kitchen, discard papers used, erase board, etc.
 - Turn off lights.
 - Lock building door if you are the last one there.
10. If further mediation meetings are required, repeat steps 5 through 8 for each meeting.
11. Complete MEMORANDUM OF UNDERSTANDING (MOU) or stipulation if disputants reach agreement.
12. Mediator(s) print name(s) (DO NOT SIGN) and have disputants sign MOU, make copies as needed. Always keep one copy for the JCMS office file. JCMS **does not** file originals with court. If that is necessary, parties need to agree how to do that.
13. Ask disputants to complete the Mediation Follow-up Questionnaires and tell them to fold and drop them in the front office.
14. Complete MEDIATION SUMMARY REPORT.
15. Complete TIME SHEET.
16. Return completed file to Program Administrator. You can leave it in Mark's office while you are here, if you wish.