



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):