

**CIVIL DIVISION
CIVIL MEDIATION-FREQUENTLY ASKED QUESTIONS**

	QUESTION	ANSWER
1.	I have been served with a lawsuit and I want to mediate the dispute. How do I do that?	There are two ways to participate in mediation. Ask the clerk for Local Form #3905-Stipulation & Order-Alternative Dispute Resolution. Sign the form and send it to the other party for signature. When the form is submitted to the court, you will be contacted to begin the mediation process. You can also wait for your first case management conference to request mediation. Be sure to request mediation on the CMC-110-Case Management Statement.
2.	How do I request No Fee or Pro Bono Mediation?	On Local Form #3905, mark the appropriate box and submit a written declaration. You can also request it at the Case Management Conference.
3.	Who are the Pro Bono Mediators?	Each mediator on the court's mediation panel agrees to provide 8 hrs of mediation services per year. The Pro Bono Mediators are listed on the website at www.solano.courts.ca.gov on the Alternative Dispute Resolution (ADR) page. Look for the ADR Panelist link.
4.	Who are the No Fee Mediators?	The No Fee Mediators agree to provide 18 hrs of mediation services in exchange for attending court sponsored mediation training. The No Fee Mediator listing is available on the website on the Alternative Dispute Resolution (ADR) page. Look for the No Fee Mediator Listing link.
5.	How do I find a Mediator?	The ADR Panelist Listing is available on the court's website at www.solano.courts.ca.gov , through the Civil Mediation Center in Fairfield, or the clerk's office in both Fairfield and Vallejo. Fees, experience, expertise, and important information about each mediator are available on the Alternative Dispute Resolution Panelist link on the website.
6.	Who pays the cost for mediation?	Unless otherwise ordered, the cost is equally divided by the parties.
7.	Can I appear by telephone at mediation?	Maybe, if necessary, but make those arrangements directly with the mediator. Usually, it is not a good idea, Mediation works best if you are present during the session.
8.	Can my attorney attend mediation?	In most cases, but make arrangements directly with the mediator.
9.	Can I have a support person with me at mediation?	Maybe, but make those arrangements directly with the mediator.
10.	Will I receive a written copy of any agreement reached in mediation?	Yes. Copies will also be available through the court if the agreement is filed in the case.
11.	How do I make a complaint about a mediator?	Submit complaints in writing to: ADR Administrator Civil Division, 600 Union Avenue, Suite 258, Fairfield, CA 94533. Refer to Local Rule of Court 4.8 j for more details.
12.	Does the court provide interpreters?	No, you must provide and pay for your own interpreter.

