

MEDIATOR CASE ACTIVITY REPORT

MEDIATION CENTER: _____

MEDIATOR'S NAME: _____

MEDIATOR(S) ASSIGNED TO CASE: _____

CASE REFERRED BY (Identify the Court): _____

CASE SENT BY THE COURT: ___ Suggesting Mediation
 ___ By Order of the Court

CONTACT MADE BY: ___ Both Parties Who Agreed To Mediate
 ___ One Party Who Did/Did Not Agree To Mediate
 ___ No Contact Made With One/Both Parties

CONTACT INFORMATION (Please describe contact information, for example, you received an email or phone call or dates of phones calls/emails sent to participants. Please note – A mediator should attempt to reach out to each participant at least twice (by phone or email) before returning the file to the court. Before filing a report with the court, please note if a case is ordered, the parties have thirty (30) days in which to contact the mediator pursuant to the Order To Conduct Mediation.)

1. Date Assigned: _____
2. Letter Sent: _____
3. Phone Call: _____
4. Etc.: _____