



How to Prepare for a Mediation Session

1. Carefully review and sign the Agreement to Mediate.
2. Prior to the mediation session, all parties should have obtained sufficient information to make settlement decisions. Please make the mediator or the other parties aware of any information you need prior to the mediation session.
3. There are no pre-session pleadings required, although the parties may wish to furnish the mediator with a short brief or explanatory document that was prepared for another purpose. Any such documents must be received by all parties at least 5 business days before the mediation.
4. A critical element of a successful mediation is that each party be represented by a person with adequate authority to settle the dispute. This typically means that clients, business managers and/or board members should attend.
5. A ten to twenty minute opening statement should be prepared. Keep in mind that this is an excellent opportunity to talk directly to the other side. This opening statement may be given by either the party or their legal counsel.
6. You need to be prepared to discuss the details of your case. Have quick access to needed information, including copies of relevant documentation.
7. If you suffered financial losses as a result of the dispute, bring proof of these to the mediation.
8. Give some thought to how you would like to see the matter resolved. Creative and durable solutions are difficult to achieve on the spot. Know your options, your limits and your ideals before the mediation begins.
9. Get legal advice