

COLORADO JUDICIAL DEPARTMENT
Office of Dispute Resolution

ODR Policies and Procedures Manual

Date: January 2, 2018

Subject: **ODR Mediation Process: Reduced Fee Services**

REDUCED FEE SERVICES

1. Parties should submit applications for fee reductions at least 14 days prior to the scheduled mediation session.
2. ODR Neutrals shall either make the JDF 205 form available to parties or provide information on how to obtain the form and instructions as needed.
3. Neutrals shall not fill out the form or assist the parties in filling out the form.
4. Parties are not eligible for a reduced fee if they have a private attorney who has entered in the case at issue, unless the attorney is representing him or her pro bono and willing to verify the pro bono status on firm letterhead. This policy does not apply to parties represented by a legal services representative.
5. If a fee reduction is granted, the qualifying part(ies) pay the Neutral \$15.00 per party per hour.