**4th JUDICIAL DISTRICT MEDIATION OFFICE SCHEDULING INSTRUCTIONS**

In El Paso and Teller Counties **mediation is mandatory for all domestic cases** (divorce, post-divorce, and allocation of parental responsibility), **all district civil cases** and **most county civil cases**.

County Civil cases are usually set in person when both sides are present (after a court appearance) due to the short amount of time parties have to complete their mediation. District Civil are often set the same way, although they can be set by e-mail.

You can e-mail the 4th JD Civil Mediation Request to: 04JDMediation@judicial.state.co.us or by mailing the form to:

 4th Judicial Mediation Office

 270 S. Tejon, S-023

 Colorado Springs, CO 80903

**FOR ALL DOMESTIC CASES, SEE THE INSTRUCTIONS BELOW**.

1. If you know that you will have contested issues in your cases, file a request for mediation as soon as possible after filing your motion. To schedule mediation with the 4th Judicial Mediation Office you must submit a 4th Judicial Domestic Mediation Request. You do not need to file one with the court. You can bring it in or mail the request to:

4th Judicial Mediation Office

270 S. Tejon, B023

Colorado Springs, CO 80903

Or

E-mail to: 04JDMediation@judicial.state.co.us

1. After receiving the request, the 4th Judicial Mediation Office will contact both parties to schedule mediation. Mediation will not be scheduled without both parties in agreement. Once scheduled, a Letter of Mediation will be e-mailed or sent by mail to both parties. This letter will include the date you are scheduled to appear for mediation, the cost, and information regarding the mediator. Mediation will be scheduled approximately 6 weeks out.

**If there is an attorney on the case, the case will be scheduled by the attorney’s calendar. If there is an attorney on one side and pro se on the other, we will schedule with the attorney’s calendar and the attorney will be responsible to notify the pro se party of the date and provide the pro se party with a copy of the mediation letter.**

1. For Domestic cases, the charge is $120 for each party for the mandatory two hour mediation; that amount is paid directly to the mediator, not to the staff at the courthouse. This must be paid 10 days prior to your mediation. Failure to pay 10 days in advance may cause the mediation appointment to be cancelled. If you are requesting a reduced rate for mediation, you must fill out application **JDF 211** **14** days prior to your mediation and must provide all supporting documents with your application.

**We will not accept applications for reduced fee the day of mediation!**

**FAILURE TO ATTEND MEDIATION MAY RESULT IN SANCTIONS BEING IMPOSED BY THE COURT, TO INCLUDE BUT NOT LIMITED TO THE GRANTING OF THE MOTION IF THE OTHER PARTY FILED IT, OR THE DISMISSAL OF THE MOTION IF YOU FILED IT AND YOU FAIL TO ATTEND MEDIATION.**

1. Parties are ordered to exchange financial information pursuant to the Mandatory Disclosure Form 35.1 and file with the Court a complete Sworn Financial Statement (JDF 1111 & JDF 1111SS) with verification of income prior to the mediation date.
2. For a pro se party to cancel a mediation session it must be 7 calendar days prior to the mediation appointment to avoid a late fee; both parties must agree that they have reached an agreement in writing and have filed it with the court. If there is an attorney involved in the case, the attorney must agree to any reschedules. If it is within 7 days, the parties may still be responsible for payment of the mediation session.