**Office of Dispute Resolution**

**Instructions to Request to Reduce Mediation Fees**

Fees for mediation are an obligation to a non-judicial employee/mediator and cannot be waived; however if the party is found to be indigent **and** there are funds available, fees may be reduced.

This program is available to indigent persons NOT represented by a paid attorney OR indigent persons represented by attorneys of, or obtained through, a legal service provider.

1. **Fill Out Form JDF211:**

The applicant must fill out the form completely. **Incomplete forms are not processed**. This form can be obtained by calling 719-452-5005 or online at [www.courts.state.co.us](http://www.courts.state.co.us). It must be submitted **14 days** prior to the scheduled mediation. **Applications for reduced fees will not be accepted the day of mediation.**

1. **Required Documentation**:

The applicant must attach recent verification of all household income. This includes income from all persons living in the home whether part of the case or not. Income verification incudes the last six (6)weeks of pay stubs or W-2’s, earnings from spouse or other household members, parents’ income, unemployment benefits, social security, retirement funds, maintenance/alimony income, or any other money that comes into the home. If the applicant is not working and is receiving public assistance or food stamps, the applicant must send the most recent verification letter. **Bank statements must also be included.** Please make sure there is a working phone number on the document; ODR will contact the parties should additional information be needed to qualify parties. If we do not receive recent verification of income or can’t contact you, your request will not be processed and you will be denied.

1. **Include the Following:**

Include case number and county of filing on the form. If the mediation is already scheduled, please include the date of the mediation and the mediator’s name so that the determination is sent to the appropriate person.

1. **Submit Application and Documentation**

**Fax to:** ODR at 719-452-5046 or email to 04JDMediation@judicial.state.co.us

**Mail or bring to:**  El Paso County Combined Court

 Mediation

 270 W. Tejon, B-23

 Colorado Springs, CO 80903

1. **Follow up**

Allow five (5) business days for the application to be processed. If the applicant does not hear from this office within those five (5) business days with either a determination or request for additional information, it is up to the party to contact our office at 719-452-5005.

1. **Other Important Information**

Even if you are waiting for a response on your application, deposits must be received by the mediator no later than ten (10) days prior to the scheduled mediation to keep the scheduled mediation date. Incomplete applications cannot be processed and are automatically denied. If you have already qualified as indigent through this office, or the court within the last 6 months, you may not need to submit **Form JDF 211.**

1. **Basis of Determination**

ODR has very limited grant money to provide reduced fee services, therefore ODR reserves the right to deny request as needed. Determination of indigency is based on the household’s gross monthly income, number of persons in the household, liquid assets, and what is considered poverty level as determined by the Health and Human Services Department.