

DR Mediation Day Logistics and General Information

1. **Where/When:**
 - The mediations will occur the third Thursday of each month, from 9:00 a.m. – 11:00 a.m.
 - The parties will meet the mediators in the lobby outside Courtroom Q on the second floor of the Boulder Justice Center.
 - The mediations will take place in the conference rooms located in the public hallway outside Courtrooms Q – T.

2. **Background/Case Information:** The court will send the mediators the most current, public, information one week prior to the mediation session:
 - **Post-Decree Matters:** Motion and Response
 - **Pre-Decree Matters:** Petition, Response, status conference memoranda, temporary orders
 - **Non-public Information:** The FCF office and the Self-Help Center will provide the parties with non-public documents (e.g., Sworn Financial Statements, Parenting Plans, Separation Agreements) prior to and on the day of the mediation session.

3. **Printing/Copying/Forms:** The FCF office and the Self-Help Center can provide the following administrative support during the mediation session:
 - **Printing documents:** Mediators should send an email with the document as an attachment to the FCF office at: tania.papp@judicial.state.co.us.
 - **Notarizing signatures and copying agreements:** The FCF office and the Self-Help Center can notarize parties' signatures and make copies of signed agreements.
 - **Blank Forms:** Blank state forms (e.g., Stipulations, Parenting Plans, Separation Agreements) are available in the FCF office and the Self-Help Center.

4. **Agreements on the Record:**
 - The DR Magistrate will be available to take testimony and make a record of the parties' agreements in Courtroom M beginning at 11:30 a.m. on the day of the mediation.
 - When the mediation session is completed the mediators may bring or direct the parties to the FCF office, where they can get copies of agreements and wait for Magistrate if she is still in hearing when the mediation is completed.

5. **Wireless Access:**
 - Network: BCGuest
 - Password: 1guestonly

6. **Interpreters:** The Court will arrange for interpreters if needed.

7. **Court Contacts:** Email is the fastest means of communication.
 - Family Court Facilitator: Monica Haenselman (303-441-1717)
monica.haenselman@judicial.state.co.us
 - Family Court Facilitator Assistant: Tania Papp (303-441-3739)
tania.papp@judicial.state.co.us
 - Self Represented Litigant Coordinator: Donna Powell (303-441-4291)
donna.powell@judicial.state.co.us
 - Self Represented Litigant Coordinator: Michelle Haynes (303-441-4806)
michelle.haynes@judicial.state.co.us