

# The Process

**Step One:  Your Call**  
  
When you contact my office I answer any questions you may have about the mediation process and send you a packet of information that includes a description of my process, Frequently Asked Questions as well as my mediation and fee agreements.  If you are ready at that time, we will schedule an appointment for your private orientation meeting.  If you would like, I am happy to contact your spouse about mediation and encourage them to consider mediating.  Otherwise, your spouse may contact me directly to schedule their private orientation meeting.   
  
**Step Two:  Individual Orientation Meetings**  
I will meet with each of you individually prior to your first joint session. This 45 minute meeting is designed to give you an opportunity to get comfortable in the space you'll be mediating in, become familiar with the process and provide basic information about your situation.  These meetings are confidential, what is discussed will not be shared with your spouse.

We will also:

* Review the mediation and fee agreements
* Discuss the mediation process and roles
* Identify resources you may need for your upcoming sessions
* Answer any questions you may have

**Step Three: Joint Sessions**  
  
Joint sessions are scheduled for two hours.  I will open the session with an opportunity for each of you to share your thoughts and goals for the session and any information that you feel might be new information for your spouse.  I will facilitate this sharing and the ongoing discussion in a way that creates a safe environment in which you can work toward the agreements you will need to complete your divorce filing.  Mediation is not counseling, discussions stay focused on the future and creating healthy successful plans for both you and your children's lives.  Agreements typically include a parenting plan, child support agreement, and settlement agreement, including spousal maintenance if applicable.  
  
**Step Four: Document Preparation and Signing**  
  
Once you have completed your agreements I will draft your agreements in a format which can be attached directly to your court filing documents. I will meet with you both to review your documents and make any changes or corrections. At that time you may either sign the documents or have them reviewed by an attorney and signed at a later date.