

# 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 the other parent about mediation and encourage them to consider mediating.  Otherwise, they may contact me directly to schedule their private orientation meeting.

**Step Two:  Individual Orientation Meetings**
We will schedule an individual phone orientation with each of you prior to your joint session. This 30 minute meeting is designed to give you an opportunity to ask me questions, become familiar with the process and provide basic information about your situation, to help me to identify what is important to you and to brainstorm how you can communicate that with the other parent.  These meetings are confidential, what is discussed will not be shared with the other parent.

We will also:

* Review the mediation and fee agreements
* Discuss the mediation process and roles
* Brainstorm how you can present your thoughts in a constructive manner
* 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 the other parent.  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 resolve current issues and work together more effectively in the future.  Mediation is not counseling, discussions stay focused on the future and creating healthy successful plans for both you and your children.

**Step Four: Document Preparation and Signing**

As much as possible, I try to write agreements in session. If you are confident in the agreement you may sign it then. You are also welcome to take it home to think about it and/or have it reviewed by an attorney and can sign the document via e-sign at a later date.