

Municipal Court Mediation Process



Referrals

Defendant appears in court at which time either the judge or prosecuting attorney determines if the case is suitable for mediation.

Review of Complaint

- Do the parties have an ongoing relationship; because of choice or circumstances?
- Will they benefit from sitting down face-to-face, in a safe environment?
- Should they be empowered to find a collaborative solution?
- Any reason this should not go to mediation?

Provide the parties with one of CMC's brochures, explaining that a mediator from CMC will be contacting them.

Referral to Mediation

- By end of the day email the following information to CMC@FindSolutions.org -
- Contact information (email and cell phone) for both the complainant(s) and defendant(s).
 - Brief description of the conflict or the actual complaint.
 - Date due back in court.
 - Any unusual circumstances?

CMC will acknowledge the email. The case now "belongs" to us. If you have questions or want an update, please contact Steve Charbonneau at 303-717-2167 or Steve@FindSolutions.org

Intake

Contacting the Parties

- CMC will send an introductory letter to both parties, explaining mediation and how the process works within the context of their situation.
- We will follow-up with a phone call explaining; our role as a nonprofit, the benefits and opportunities of mediation and how the specifics of the process.
- Get a commitment to mediate.
- Get scheduling information.

Scheduling

- Schedule the mediation for a time that is convenient, including evenings and weekends.
- We will mediate at a location which is safe and neutral. Part of our contract will be the ability to use city or municipal locations for mediations.

Mediation

Professional Mediator

- Specifically trained and experienced.
- Accountable to clear expectations.

Mediation Expectations

- Opportunity to understand each other's perspectives and actions.
- Ability to honestly and safely discuss the situation that lead to the complaint.
- Confidential.
- "Good faith" participation required.

Outcome

Based upon the success of the mediation, our mediators will write a Memorandum of Understanding, an agreement reached by the parties.

Close

- CMC will send a close letter to the court.
- We will also attach a copy of the MOU, if requested.

Quality Control

- Survey each person involved in the mediation.
- Provide quarterly updates to the judge, prosecuting attorneys and court administrator.
- Meet as necessary with key individuals within the Court who are responsible for ensuring referrals and support.