

## Mediation, Cases with Child/ren Instructions for Packet 6H

### Notice about these instructions and forms.

*These instructions are not a complete statement of the law. They cover basic procedure for uncomplicated divorce cases. For legal information, please talk to a lawyer, visit your local law library and/or refer to the “Additional Resources” section at the end of these instructions.*

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### When filling out the forms, follow these directions:

- If you filed the **original action**, you are the “petitioner” on all court forms, and the other party is the “respondent.” If the other party filed the **original action**, you are the “respondent” on all court forms, and the other party is the “petitioner.” Use full names (first, middle and last) and print the names the same on all forms.
- Make sure to put the case number on all originals and copies.
- Do not use any kind of correction fluid or tape on documents to be filed with the court. If you make an error, cross it out and initial it (both parties, if it is a stipulated document).
- Many forms say on the bottom, “I certify this is a true copy,” and provide a place to sign. Do not sign this line on the original form or on your own copy. You need to sign this line only on the copy served on the other parent.
- Keep the court informed of your current address so you get notice of all court dates. **You are not required to use your residential address on any court form.** You may use a contact address where you regularly check in. If you use a contact address, the court will assume that you will receive all notices sent to that address.

### STEP 1: REQUEST AND ORDER FOR MEDIATION

If you and the other parent disagree about custody and/or parenting time, the Court in Washington County requires you to participate in mediation. A mediator is a person who tries to help you clarify issues and identify alternatives and come to an agreement about custody and parenting time. You and the other parent may, at your own expense, choose a mediator by agreement, for instance, a professional mediator, lawyer, member of the clergy, or any person you both trust, or you may agree to see a mediator, at no cost to you, at Washington County Conciliation Services. If you and the other parent cannot agree on a mediator, the Court will order you to mediate at Conciliation Services.

To ask the court to order mediation, you must fill out the Request and Order for Mediation. When the form is complete, take it to the Circuit Court Clerk's office in the Justice Services Building any business day between 8 and 8:30 a.m. They will direct you to the judge's staff at 8:30 to obtain a signature. Once the order is signed by the judge and the date to appear is filled in, the clerk will provide a photocopy for serving on the other party.

### **STEP 2: SERVE THE REQUEST AND ORDER FOR MEDIATION ON THE OTHER PARTY**

Serve the other party with one copy of the Request and Order for Mediation signed by the judge. Service may be made by mail or personal delivery by you or someone else. Complete the Declaration of Service of Request and Order for Mediation showing how and when you had the other party served. Take or mail the affidavit of service to the Circuit Court Clerk's office for filing.

### **STEP 3: ATTEND MEDIATION ORIENTATION AND MEDIATION**

The first meeting is a group orientation program from 8:30 a.m. until 10:30 a.m. at 222 North First Avenue, Hillsboro, Oregon, on the date written on your order. Los participantes que necesiten servicios en español pueden llamar (503) 846-8852. (If you need to attend an orientation in Spanish, call (503) 846-8852.) If either parent arrives later than 8:45 a.m., the parties will be required to return the following Monday.

Mediation is for the parents. **(DO NOT BRING YOUR CHILD/REN)**. You and the other parent will schedule your mediation appointment before you leave orientation. If you or the other party will be coming a long distance to orientation, your attorney (or you, if you do not have an attorney) may request a same-day afternoon mediation appointment by calling (503) 846-3428 or (503) 846-8852 for Spanish.

### **STEP 4: WHAT'S NEXT?**

**Agreement:** If you reach an agreement in mediation, it is not an enforceable court order until it is filed with the final documents and signed by your judge. If you do not have an attorney and need assistance, the courthouse facilitator can provide forms.

#### **No Agreement:**

The court believes the best decisions about your child/ren are decisions you make together. However, if you and the other parent cannot agree, even with the help of a mediator, then you will have a court hearing or trial, and the judge will make those decisions.

1 IN THE CIRCUIT COURT OF THE STATE OF OREGON  
2 FOR THE COUNTY OF WASHINGTON

3 \_\_\_\_\_ )  
4 Petitioner, ) Case No. \_\_\_\_\_  
5 and )  
6 \_\_\_\_\_ )  
7 Respondent. )

8 IT IS HEREBY ORDERED that the parties participate in orientation and mediation to resolve their custody  
9 and/or parenting time dispute. Both parties are to appear on the same Monday at 8:30 a.m. at Conciliation Services,  
10 222 North First Avenue, Hillsboro, Oregon, for mediation **ORIENTATION**. Children and non-parties are not to  
11 attend.

- 12  The Monday will be: \_\_\_\_\_, or  
13  The second Monday after the date of this order. If the court is closed on that Monday, it will be the  
14 following Monday.

15 DATED: \_\_\_\_\_, 20\_\_\_\_.

16 \_\_\_\_\_  
17 Circuit Court Judge

18 \_\_\_\_\_  
19 Print Name

20 There  is  is not a court ordered restraining order between the parties.

21 There  is  is not a stalking order between the parties.

22 Certificate of Document Preparation: I selected this document for myself, and I completed it without paid  
23 assistance.

24 Submitted by:

25 Signature:  Petitioner  Respondent  Other \_\_\_\_\_ Print Name

26 \_\_\_\_\_  
Address or Contact Address City, State, Zip Telephone or Contact Telephone

