

# **Domestic Relations Mediator Report to the Court: Updated Reporting Form and Business Process**

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**Civil and Criminal Programs Division & Office of General Counsel, 11/29/23**

Current Form

COUNTY:

CASE NO.

CASE NAME

**DOMESTIC RELATIONS MEDIATOR REPORT**

FINANCIAL ISSUES INCLUDED IN MEDIATION

AMENDED REPORT

**TIME SPENT IN MEDIATION:**

	MINUTES	EXPLANATION
ORIENTATION	<input type="text"/>	Time the mediator spent orientating the participants to the mediation process – do NOT include group orientation
MEDIATION	<input type="text"/>	Time spent in mediation activities: mediation sessions, case management, collateral contacts, scheduling, and related tasks
DRAFTING AGREEMENT	<input type="text"/>	Time spent drafting mediation agreement
TOTAL	<input type="text"/>	Total number of minutes spent on this case

**OUTCOME OF MEDIATION (select one):**

FULL AGREEMENT (Parties reached agreement on all issues that the parties raised.)  
[Odyssey Code: AGME]

PARTIAL AGREEMENT (Parties reached agreement on some, but not all, of the issues they raised.)  
[Odyssey Code: MEPA]

FAILURE TO APPEAR FOR MEDIATION (At least one party failed to appear for mediation.)  
[Odyssey Code: FTAM]

NO AGREEMENT (Agreement on none of the issues. Parties appeared for mediation but did not reach any agreement.)  
[Odyssey Code: MENA]

**REASON FOR NO AGREEMENT:**

Parties unable to reach agreement during mediation

The case issues were not appropriate for mediation; one or both parties lacked the capacity to participate in the mediation; mediation was not appropriate due to domestic violence; parties resolved issues prior to mediation or reconciled; none of the other mediation outcomes apply.

NUMBER OF JOINT CHILDREN UNDER THE AGE OF 18:

Date:  Form Generated By:

# Links

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Updated Mediator Report Form:

<https://www.courts.oregon.gov/programs/ADR/Documents/MediatorReportFillable.pdf>

Corresponding instruction guide:

<https://www.courts.oregon.gov/programs/ADR/Documents/MedReportInstructionsforMediators2023110223.pdf>

## Benefits of Mediation Data

- Measure mediation service levels across Oregon
- Improve and maximize mediation funding
- Justify funding requests
- Review outcomes to identify recommended practices for courts
- Improve services for family law litigants



# Updated Form & Odyssey Codes



IN THE CIRCUIT COURT OF THE STATE OF  
OREGON FOR THE COUNTY OF \_\_\_\_\_

Enter Petitioner's Name \_\_\_\_\_

Petitioner

Case No: \_\_\_\_\_

and

Enter Respondent's Name \_\_\_\_\_

Respondent

**DOMESTIC RELATIONS  
MEDIATOR REPORT**

AMENDED REPORT

**TOTAL TIME SPENT ON MEDIATION:** Enter in minutes \_\_\_\_\_

*This includes time spent on mediation activities (scheduling, party contact, case management, individual orientation), as well as time spent in mediation sessions and drafting the mediation agreement.*

**MEDIATION OUTCOMES:**

- FAILURE TO APPEAR FOR MEDIATION** (Filing Code: FTAM)  
At least one party failed to appear for mediation.

**CUSTODY AND PARENTING TIME**

*Select one of the below if custody and parenting time mediation was provided*

- FULL AGREEMENT** (Filing Code: AGME)  
Parties reached agreement on all custody and parenting time issues.
- PARTIAL AGREEMENT** (Filing Code: MEPA)  
Parties reached partial agreement on custody and parenting time issues.
- NO AGREEMENT** (FILING CODE: MENA)  
Both parties appeared for mediation but either they were unable to reach agreement on any custody or parenting time issues, and/or the case was inappropriate for mediation and mediation was not continued or completed.

**FINANCIAL MEDIATION** was provided for the following issues: \_\_\_\_\_

- property division  spousal support  child support  other: \_\_\_\_\_

*Select one of the below if financial mediation was provided*

- FULL AGREEMENT** (Filing Code: MEFA)  
Parties reached agreement on the selected financial issues.
- PARTIAL AGREEMENT** (Filing Code: MEFP)  
Parties reached partial agreement on the selected financial issues.
- NO AGREEMENT** (Filing Code: MEFN)  
Both parties appeared for mediation but either they were unable to reach agreement on the selected financial issues, and/or the case was inappropriate for mediation and mediation was not continued or completed.

Date: \_\_\_\_\_

Mediator: \_\_\_\_\_

# Goals of the New Codes

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## Collect

- Collect data to help evaluate best practices for mediation of financial issues

## Compare

- Compare mediation outcomes more easily between courts that offer domestic relations mediation of financial issues and those that do not.

## Estimate

- Estimate costs associated with mediation of financial issues, including evaluating whether there are cost savings to the courts when mediation of financial issues is offered.

## Evaluate

- Evaluate settlement outcomes in order to maximize limited mediation funds.

## Justify Funding

- Use data to evaluate funding levels and to justify funding requests if more funding is needed.

Updated  
Form  
Heading

IN THE CIRCUIT COURT OF THE STATE OF  
OREGON FOR THE COUNTY OF [REDACTED]

Enter Petitioner's Name [REDACTED]

Petitioner

Case No: [REDACTED]

*and*

Enter Respondent's Name [REDACTED]

Respondent

**DOMESTIC RELATIONS  
MEDIATOR REPORT**

**AMENDED REPORT**

## Total Time Spent on Mediation

**TOTAL TIME SPENT ON MEDIATION:** Enter in minutes

*This includes time spent on mediation activities (scheduling, party contact, case management, individual orientation), as well as time spent in mediation sessions and drafting the mediation agreement.*





Regardless of the type of mediation provided, did a party fail to appear?

**FAILURE TO APPEAR FOR MEDIATION (Filing Code: FTAM)**  
At least one party failed to appear for mediation.

- Failure to Appear for Mediation should only be selected if parties were scheduled to attend mediation, and at least one party failed to appear for the mediation.
- Do not select this box if mediation was never scheduled (for example if a party was nonresponsive to mediator contact or if a party failed to attend a mediation orientation).
- If both parties attended a mediation session and at least one party failed to appear for a subsequent session, select one of the other outcomes (full agreement, partial agreement, or no agreement) based on the agreement status at the last attended mediation session.

# Was Custody & Parenting Time mediation provided?

## **CUSTODY AND PARENTING TIME**

*Select one of the below if custody and parenting time mediation was provided*

- FULL AGREEMENT (Filing Code: AGME)**  
Parties reached agreement on all custody and parenting time issues.
- PARTIAL AGREEMENT (Filing Code: MEPA)**  
Parties reached partial agreement on custody and parenting time issues.
- NO AGREEMENT (FILING CODE: MENA)**  
Both parties appeared for mediation but either they were unable to reach agreement on any custody or parenting time issues, and/or the case was inappropriate for mediation and mediation was not continued or completed.

# Was Financial Issues mediation provided?

**FINANCIAL MEDIATION** was provided for the following issues:

- property division  spousal support  child support  other: \_\_\_\_\_

*Select one of the below if financial mediation was provided*

- FULL AGREEMENT** (Filing Code: MEFA)  
Parties reached agreement on the selected financial issues.
- PARTIAL AGREEMENT** (Filing Code: MEFP)  
Parties reached partial agreement on the selected financial issues.
- NO AGREEMENT** (Filing Code: MEFN)  
Both parties appeared for mediation but either they were unable to reach agreement on the selected financial issues, and/or the case was inappropriate for mediation and mediation was not continued or completed.

Last step: add  
the date and  
your name (or  
agency name)

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**Date:**

**Mediator:**

Revised 12/1/23



**DOMESTIC RELATIONS  
MEDIATOR REPORT**

**AMENDED REPORT**

When to select?

# General Reminders

- Begin using December 1, 2023
- What is considered “at the conclusion of mediation”
- Cases without current court case
- Post-judgment modifications
- Changes to agreement status after conclusion of mediation

Does anyone  
have  
questions or  
feedback so  
far?



# Electronic Filing Steps

- Free to sign up:  
<https://oregon.tylertech.cloud/OfsWeb/Home>
- Choose a firm or individual account
- Add a “Waiver” payment account
- Search for the case using the case number under “File into Existing Case”
- Use the filing code that corresponds with the box checked on the form (see next slide for codes)
- Upload PDF document





# File & Serve Codes

## Financial

- Mediation – Financial – Full Agreement – MEFA
- Mediation – Financial – Partial Agreement – MEFP
- Mediation – Financial – No Agreement – MEFN

## Custody and Parenting Time

- Agreement – Mediation – AGME
- Mediation – Partial Agreement – MEPA
- Mediation – No Agreement – MENA

## Failure to Appear (both)

- Mediation – Failure to Appear - FTAM

Questions?

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For File & Serve Questions:

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