

## Multi-Door Dispute Resolution Division

### Probate Mediation Procedures

1. All parties and their attorneys must appear at the mediation conference set by the Multi-Door Dispute Resolution Division in accordance with the Scheduling Order entered in the case. A notice scheduling this case will be sent to counsel or parties approximately 60 days prior to the scheduled mediation date. Parties attending mediation must have full settlement authority.
2. Parties may participate by telephone, with prior approval of the Judge. Counsel representing parties who wish to participate by phone must file a motion with the Probate Clerk's office. Multi-Door staff does not have the authority to excuse parties from participating in mediation.
3. Prior to the mediation conference, each party must complete the attached "Confidential Settlement Statement" and file it with the Multi-Door Dispute Resolution Division, 515 5<sup>th</sup> Street, N.W. Room 105, Washington, D.C. 20001 or by e-mail to [CivilCSS@dcsc.gov](mailto:CivilCSS@dcsc.gov), no later than 30 days prior to the mediation date. **Do not send copies of the Confidential Settlement Statement to the clerk, the assigned judge, or the other parties.**
4. If the case settles prior to the mediation conference, the original and one copy of the *praecipe* or document disposing of the case should be filed with the clerk's office. A copy must also be sent to the Multi-Door Dispute Resolution Division in lieu of a confidential Settlement Statement.
5. Requests to continue mediation-must be submitted by motion no later than three (3) days prior to the date of mediation to the calendar judge and for good cause.
6. If parties have questions or concerns regarding the mediation process and /or procedures, they should contact a Multi-Door staff member at 202-879-1549.