



Guide & FAQ for In-Person JP Mediations

Thank you so much for volunteering with the CDRC. We couldn't do it without our amazing volunteers. As we return to in-person mediations we have had a lot of questions about procedures. This memo aims to answer them. If you have any confusion, reach out to the Executive Director, Emily J. Bolan.

General Process

(1) Arrive at the Parking Garage.

We suggest arriving not later than 9:30 at the parking garage located at 128 W Main Street. Be sure to take your parking ticket with you to the court house!

(2) Walk to the Court House.

You should arrive at the court house around 9:40.

(3) Check in with the Civil Clerks.

Check in with the civil clerks located on the main (ground) floor in the rotunda. They will let you know what room you are assigned to, and take you up right away. Also, keep in mind some parties do get there very early - even if you see attorneys or someone else you know, try not to chat or seem overly friendly. We want to be sure that we remain neutral.

(4) Set up the DocuSign PDF on your Desktop.

The Courthouse has very questionable wi-fi, and the mediation rooms have no wi-fi. Once the clerks show you to your mediation room you should have about 15-20 minutes before the mediation begins. You should take that time to fill out parties' names, addresses, and the case number on both the Mediator's Report, & the Mediation Agreement and save to your desktop. If you need these documents you can download them from the CDRC Website [here](#).

(5) Escort the Parties to the Mediation Room.

The parties must check-in with the civil clerks. The civil clerks will then escort them to the second-floor benches right outside the jury room area. At the start time of the mediation, leave your room and go get the parties. It's important to do this on-time. Parties rarely show up at exactly the same time. In an effort to remain neutral, and for the appearance of neutrality, we do not want to have one party arrive to the mediation room before the other.

(6) Mediate.

You're a rockstar, you know how to do this!

(7) Fill out the mediation agreement on your computer.

Do not worry about logging into DocuSign. Fill out the PDF & save to your desktop. You do not need internet to do this. Be sure to get the email addresses of the parties, and double check the physical addresses are correct.

(8) Upload the mediation agreement to docuSign.

You can either walk down to the annex near the DMV and connect to the public wifi - or connect to your hotspot on your cellphone. Make sure you **CC to jpinfo@missoulacounty.us in docuSign.**

(9) Fill out the Mediator's Report.

Fill out the Mediator's report and email it to jpinfo@missoulacounty.us, and cc Jody, Skip, & Emily.

FAQ Topics

Parking:

Mediators qualify for free parking at Central Park, the parking garage located at 128 W Main Street. Simply take your ticket (you receive this upon entering the parking garage) with you to the courthouse. After your mediation see the civil clerks located on the main (ground) floor in the rotunda and they will provide you with a green validation ticket you can use on your way out to avoid paying at the garage.

In-Person vs Zoom Mediation Scheduling:

Starting August 1st morning mediations will be in-person and afternoon mediations will be via Zoom (video only).

Please plan your arrival so you have ample time to park, walk to the courthouse, and check in with the civil clerks (located on the main (ground) floor in the rotunda). The clerks will advise you once you arrive what room you will be assigned to for mediation that day, and escort you to that room.



Covid Concerns:

The Court will announce, both in court and via paperwork, that all mediations in-person must be conducted in a mask if individuals are not vaccinated.

In addition, the Court will also announce that all mediations via Zoom will be via video and not over the phone. If there are issues with that, the parties must let the court know so that alternate arrangements can be made—the library, or even coming into the courthouse and using a courtroom to appear via video Zoom.

Contact:

The CDRC can be contacted by phone at (406) 543-1157 or by email at info@cdrmissoula.org.

The Court can be contacted at (406) 258-3470 or email at jpinfo@missoulacounty.us for more information.