

## **MEDIATION INSTRUCTIONS**

All Court Mediations will be conducted remotely using videoconferencing, telephonic or other electronic means without the necessity of in-person court appearances. This will continue until further notice.

### **TO SCHEDULE A MEDIATION**

Family Mediations are generally scheduled by the Family Case Manager during Case Management Conferences. Available Mediation Dates and Times can be viewed and scheduled on the JACS calendar.

- Click here to [view available MEDIATION DATES](#) on JACS

Family Mediations may be set Monday through Friday at 9am or 1pm; 3 hours each session

Once all parties agree on a date and time; you may either schedule directly on JACS which automatically notifies the Mediation Coordinator; or email the Mediation Coordinator directly at [vgray@ca.cjis20.org](mailto:vgray@ca.cjis20.org) to set for you. Include the selected timeslot; case number and party information in the email.

Do not file a Notice of Hearing. Once the mediation is set on the calendar, the Mediation Coordinator will e-file and e-serve the Order Setting Mediation and Fee Notice to all parties soon thereafter.

### **CANCELLING or POSTPONING MEDIATION**

If all parties agree to cancel or postpone a mediation; email the Mediation Coordinator at [vgray@ca.cjis20.org](mailto:vgray@ca.cjis20.org) with the Case Number; Party Names; Date/Time Originally Set; Reason for Cancellation/Postponement; as well as a new agreed date for postponement if there is one. 3 days prior notice is required or fees may be assessed.

**Dependency Mediations** Fridays at 9am; 11am; and 1:30pm; 2 hours each session.