

## 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. An order/notice scheduling mediation in the case will be sent to the parties or to a party's counsel of record, if any, 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. A motion to participate by phone must be filed with the Probate Division no later than one week prior to the mediation. The Multi-Door Dispute Resolution Division does not have the authority to excuse parties from participating in mediation.
3. Prior to the mediation conference, the parties must file a Joint Pretrial Statement with the Probate Division in accordance with the Scheduling Order. If the parties are unable to file a Joint Pretrial Statement, a separate Pretrial Statement may be filed with a Motion for Leave to file the separate Pretrial Statement.
4. If the case settles prior to the mediation conference, the signed, original settlement agreement along with a Settlement Agreement Praeceptum must be filed with the Probate Division. A copy must also be sent to the Multi-Door Dispute Resolution Division.
5. Motions to continue mediation must be filed with the Probate Division no later than one week prior to the date of mediation.
6. If parties have questions or concerns regarding the mediation process and/or procedures, they may contact a Multi-Door staff member at 202-879-1549.