



**Early Settlement Mediation  
TULSA PROGRAM**

# **MEDIATION REFERRAL INFORMATION**

## Scheduling Flow Chart for Early Settlement Cases

(THIS INFORMATION MAY NOT APPLY IF USING A PRIVATE PRACTICE MEDIATOR)

**(1) Order to Mediation:**

The Judge issues an order to mediation. *If this is a family & divorce matter*, the program guidelines require that a pre-screening be conducted by the program to see if the case is appropriate for mediation.

The Early Settlement guidelines prohibit our program from accepting cases with protective/restraining orders, alleged domestic abuse, drug &/or alcohol abuse.

**(2) Intake Form:** (Contact the Early Settlement office if additional "Intake forms" are needed)

The Petitioner shall complete the intake form within **ten (10) days** of the order and facsimile/mail it to the Early Settlement – Tulsa program office @ (918) 699-3434. A program representative will contact all involved parties ASAP to explore options for scheduling.

**(3) Mediation Session:**

The mediation session, most generally, is set within **twenty (20) days** of receiving the intake form. A neutral mediator(s), certified by the Administrative Office of the Courts, will work with the parties in an attempt to resolve this case.

**(4) Report to Judge:**

The petitioner should within **ten (10) days** after the mediation: (a) inform the court if the mediation was successful and prepare a document reflecting the agreement for the Judge to approve **or** (b) inform the Judge that the case was not resolved in mediation.

Contact Information:

**EARLY SETTLEMENT MEDIATION–TULSA PROGRAM**  
Human Rights Department  
City Hall at One Technology  
175 East 2<sup>nd</sup> Street, Suite 865  
Tulsa, Oklahoma 74103  
(918) 596-7786 - Facsimile (918) 699-3434

IN THE DISTRICT COURT IN AND FOR \_\_\_\_\_ COUNTY,  
STATE OF OKLAHOMA

\_\_\_\_\_  
Petitioner,  
VS )  
\_\_\_\_\_) Case Number: \_\_\_\_\_  
Respondent, )

**ORDER OF REFERRAL TO MEDIATION**

The above-referenced case is ordered to mediation through the Early Settlement Mediation Program or a private mediator of the parties' choosing on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The parties will contact the Early Settlement program or a private mediator within **ten (10) days** so that a mediation session can be scheduled.

*If using the Early Settlement program, the Petitioner is instructed to complete the attached "Intake form" and facsimile/mail it to the local Early Settlement Mediation program office:*

**EARLY SETTLEMENT MEDIATION-TULSA PROGRAM**  
**Human Rights Department**  
**City Hall at One Technology**  
**175 East 2<sup>nd</sup> Street, Suite 865**  
**Tulsa, Oklahoma 74103**  
**(918) 596-7786 - Facsimile (918) 699-3434**

The Early Settlement Mediation program is a service provided by the Oklahoma State Courts system at **no additional cost** to parties involved in a dispute. A neutral mediator(s), certified by the Administrative Office of the Courts, will work with the parties in an attempt to resolve this case.

In the mediation process you have an opportunity to have input into the resolution of the dispute.

If you are able to reach an agreement in this case, that agreement will be put in writing, reviewed by the parties/attorneys, and presented to the Court for approval. Such agreements typically become a court order.

If no agreement is reached, the Court should be informed by the petitioner within **ten (10) days** after completion of the mediation and the case will be set for trial.

\_\_\_\_\_  
JUDGE

Office Case #: \_\_\_\_\_  
 Possible Scheduling Date(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Responded by/Date: \_\_\_\_\_

EARLY SETTLEMENT MEDIATION

## INTAKE FORM

**Instructions:** Complete applicable information and fax or mail to the area program office **918.699.3434**. Upon receiving, the program director/part-time intake worker will contact you as soon as possible to explore options for scheduling.  
**QUESTIONS? 918.596.7786;**

**Mediation Scheduling:**  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Mediators: \_\_\_\_\_  
 Observers: \_\_\_\_\_

Screening Completed  
 Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Screening Completed  
 Date: \_\_\_\_\_ Initials: \_\_\_\_\_

*Above Line for ES Office Use Only*

Is there a restraining/protective order against either party or any allegations of abuse?

Initiator:      Yes    No  
 Respondent:    Yes    No

Today's Date: \_\_\_\_\_  
 Type of Case: \_\_\_\_\_  
 Referred By: \_\_\_\_\_  
 Judge: \_\_\_\_\_  
 Judge's Fax #: \_\_\_\_\_  
 Court Date: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Court Case #: \_\_\_\_\_

Is there any active drug use or history of mental illness?

Initiator:      Yes    No  
 Respondent:    Yes    No

**Initiator/Plaintiff:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Work #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Initiator's Attorney (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Attorney Plans to Attend Mediation:    Yes    No

**Respondent/Defendant:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Work #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Respondent's Attorney (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Attorney Plans to Attend Mediation:    Yes    No

**ISSUES TO BE DISCUSSED:**

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Property        | <input type="checkbox"/> Personal Property  | <input type="checkbox"/> Spousal Support | <input type="checkbox"/> IDEA         |
| <input type="checkbox"/> Money/Debt Owed | <input type="checkbox"/> Custody/Visitation | <input type="checkbox"/> Child Support   | <input type="checkbox"/> Guardianship |

Other: \_\_\_\_\_ Amount Involved \$ \_\_\_\_\_ **Fee: \$5 per party (unless filed in court)**