

DALLAS/FORT WORTH FEB MEDIATOR CHECKLIST

Mediators:	
Date/Time/Location:	
Participants:	
Agency Point of Contact:	

(3)	Preliminary Tasks
	A completed Dallas/Fort Worth FEB Interagency Consortium Intake Form has been provided. <i>(It lists the agency's mediation contact; type of dispute; issues; initiating party; responding party; location of the mediation; date and time of the mediation; and the names of the assigned mediators.)</i>
	The participants have signed a Mediation Agreement - Waiver and Consent Form. Contact has been made with the agency coordinator regarding any special provisions or protocols unique to the mediation process.
	The location of the mediation has been confirmed prior to the mediation.
	The agency's representative has the authority to settle the dispute.
	Co-mediators have a copy of the Opening Statement Checklist and have decided how to present the checklist information to the participants.
	Prior to the mediation session, the following have been located: <ol style="list-style-type: none"> (1) Break-out room(s) (2) Restrooms (3) Telephone, if needed for settlement discussion (4) Availability of copier machines (5) Meal/snack facilities
(3)	After Settlement or Conclusion Due to Impasse
	At the conclusion of the mediation, the participants signed a Settlement Agreement form (if agreement was reached). <i>(Make originals available as needed, but, at least to the agency and the complainant.)</i>
	Participants are asked to fill out Mediation Evaluations and give them to the mediators.
	If you were the Lead Mediator and your co-mediator was new, complete and return the New Mediator Evaluation form.
	The mediators complete a Case Disposition Form totaling the time spent on the mediation.
(3)	After the Mediation Session
	The following documents are faxed to the D/FW FEB Office at 214.767.5380 or mailed to 525 S Griffin Street, Suite 870, Dallas TX 75202: <ol style="list-style-type: none"> (1) Mediation Evaluation Forms (2) Mediator Case Disposition Form