



STATE OF NEW YORK
UNIFIED COURT SYSTEM
RICHMOND COUNTY SUPREME COURT
13th JUDICIAL DISTRICT
26 Central Avenue
Staten Island, New York



Irini Bekhit, Esq.
ADR Coordinator
13th Judicial District Supreme Court

MEDIATION GUIDELINES

1. On Consent of the Parties/Referral by the Court, the matter of: _____
index number _____ is referred to Mediation
with _____, a Mediator selected from the court's Roster of Mediators.
2. An initial 90-minute mediation session with the mediator assigned from the court's Roster of Mediators is offered free of charge to the parties.
3. The Mediator shall contact the parties within 48 hours. The plaintiff/petitioner's attorney is _____, Esq. and the email is _____. The defendant/respondent's attorney is _____, Esq. and the email is _____. Parties or counsel for the parties are directed to provide the mediator days and time of availability for the initial session in the first point of contact.
4. The initial session must be held within thirty (30) days of the date the Mediator confirms acceptance of the case.
5. The Mediator shall notify the ADR Coordinator of the date selected for the initial mediation session.
6. Each party shall submit to the Mediator a concise two-page confidential mediation statement at least five (5) days prior to the first mediation session.
7. The Mediator shall submit the Mediator Reporting Form within five (5) days of the last mediation session.

8. Upon completion of the mediation, the parties and counsel shall submit a mediation evaluation form to the ADR Coordinator.

If you have any questions, do not hesitate to contact me at ADR-13JD@nycourts.gov.

Irini Bekhit, Esq.

ADR Coordinator
Richmond County Supreme Court

DRAFT

DRAFT