



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



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ADR Coordinator
13th Judicial District Supreme Court

MEDIATOR CHECKLIST

Mediator Checklist

- Did you complete a conflict check?
- Did you receive the designation from the ADR Coordinator and reach out to the parties within 48 hours?
- Did you contact the parties to set up the initial meeting?
- Did you send the Mediation Program Agreement to Mediate and did you receive a signed copy?
- Did you send the Disclosure Concerning Continuation of Mediation and did you receive a signed copy?
- Did you notify the ADR Coordinator of date of initial mediation session?
- Did you complete the Mediator Report after the conclusion of the mediation sessions?
- Did you complete the Mediator Self Assessment (recommended but not required).

