

_____ COURT OF THE STATE OF NEW YORK
COUNTY OF _____

PRESENT: HON.

Plaintiff/Petitioner

Index/Docket No. _____

- against -

**ORDER OF REFERENCE
TO MEDIATION**

Defendant/Respondent

1. On Consent of the Parties ____ Order of the Court ____ (Check One) the above-captioned proceeding qualifies for referral to Mediation which shall be conducted in accordance with the 9th JD Presumptive Mediation Program Rules.
2. The following party(s) are exempt from the fee component of mediation based on indigent status pursuant to CPLR §1101: _____.
3. If the court has not referred this matter to a Community Dispute Resolution Center ("CDRC"), then within ten (10) business days of receipt of this Order, the Parties shall designate a Mediator from the Court's Roster of Neutrals by completing a Mediator Selection Form and forwarding same together with a copy of this Order of Reference to the Mediator selected and to the County ADR Coordinator.
4. The parties shall initiate a conference call with the Mediator to confirm the Mediator's acceptance of this case, select a meeting date for the initial session and make arrangements for any submissions to be forwarded to the Mediator
5. The initial session must be held within thirty (30) days of the date the Mediator confirms acceptance of the case and the Mediation shall be completed within forty-five (45) days of the date of this Order, unless otherwise permitted by the Court or Part.
6. The Parties shall notify the County ADR Coordinator of the date the Mediator accepted this case and the date of the initial session.
7. Parties shall exchange mandatory information based on the type of case to be mediated, as specified in the Mediation Disclosure Protocols for the particular Part, if any.
8. Upon completion of the Mediation, the parties and counsel shall submit a mediation evaluation form to

the County ADR Coordinator.

9. The parties and counsel shall return to court on _____.

10. The attorneys for the parties herein are as follows:

For Plaintiff: _____

For Defendant: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

11. By signing below, the parties and/or their counsel agree that they shall comply with the 9th JD Presumptive Mediation Program Rules, including those provisions regarding confidentiality and immunity, the Mediation Fee Agreement which is incorporated by reference, and any applicable Court or Part ADR Rules. Parties and/or their counsel further understand and agree that no attorney-client relationship exists between the Mediator and the parties, and that the Mediator may not provide legal advice to the parties.

Signature of Plaintiff

Signature of Defendant

Signature of Counsel for Plaintiff

Signature of Counsel for Defendant

SO ORDERED:

Dated: White Plains, New York
_____, 20____

JSC or Court-Attorney Referee