

4th JUDICIAL DISTRICT MEDIATION OFFICE SCHEDULING INSTRUCTIONS

In El Paso and Teller Counties **mediation is mandatory for all contested domestic cases** (divorce, post-divorce, and allocation of parental responsibility), **all district civil cases** and **most county civil cases**.

Please complete and e-mail the [4th JD Mediation Request](#) to: 04JDMediation@judicial.state.co.us

1. After receiving the request, the 4th Judicial Mediation Office will contact both parties to schedule mediation. Mediation will not be scheduled without both parties in agreement on the appointment date and time. Once scheduled, a Letter of Mediation will be e-mailed to both parties. This letter will include the date you are scheduled for mediation, the cost, and information regarding how to contact your mediator for payment.

If there is an attorney on the case, the case will be scheduled by the attorney's calendar. If there is an attorney on one side and the other party is self-represented, we will schedule with the attorney's calendar and the attorney will be responsible to work with the self-represented party on selecting an appointment time. The attorney will be responsible for providing all parties with a copy of the confirmation letter.

2. Each party is responsible for their own half of the cost of the mediation appointment. That amount is paid directly to the mediator. Court staff cannot accept payment on behalf of the mediator. This must be paid 10 days prior to your mediation appointment. Failure to pay 10 days in advance may cause the mediation appointment to be cancelled. If you are requesting a reduced rate for mediation, you must fill out the application and submit it via email **14** days prior to your mediation appointment. You must provide supporting documentation (paystubs, bank statements, proof of government assistance, etc.) with your application to be considered for the reduction. Applications submitted without supporting documents will be considered incomplete. Incomplete submissions will not be processed.

We will not accept applications for reduced fee the day of mediation.

FAILURE TO ATTEND MEDIATION MAY RESULT IN SANCTIONS BEING IMPOSED BY THE COURT, TO INCLUDE BUT NOT LIMITED TO THE GRANTING OF THE MOTION IF THE OTHER PARTY FILED IT, OR THE DISMISSAL OF THE MOTION IF YOU FILED IT AND YOU FAIL TO ATTEND MEDIATION.