

MEDIATION RULES

1. **Agreement to mediate-** The parties shall have these rules as part of their contract with Melanie Aleman, LMFT. These rules shall apply from the time the mediation is initiated.
2. **Scope of Mediation-** The mediation process, unless otherwise stipulated, shall be related to the settlement of controversies on one or more matters relating to, or following a dissolution of a relationship.
3. **Compensation of mediators-** Mediation shall be compensated at an hourly rate that shall be disclosed to the parties prior to the beginning of the first mediation session.
4. **Confidentiality of Mediation-** The mediators and the parties mutually agree with each other as follows:
 - A. The parties shall not call the mediator as a witness in any litigation.
 - B. The parties shall not require the production of any documents or records made by the mediator.
5. **Full Disclosure-** each party agrees to fully disclose in the presence of the other party all information and writings requested by the mediator and opposite party, if the mediator finds that disclosure is appropriate to the mediation process and may aid in reaching a settlement. Mediators shall be impartial in their relationship to the parties.
6. **Summary of sessions/ memorandum of agreement-** Upon completion of each session the mediator will prepare a summary of agreements reached. Upon the conclusion of the mediation process, a Memorandum of Agreement shall be prepared and submitted to the parties reflecting all agreements reached.
7. **Determination of impasse-** Impasse is defined as a situation which results when the parties are unable to reach an agreement. Impasse may be declared by either party or by the mediator at any time.
8. **Cancellation of appointment-** Appointments cancelled or not kept with less than 24 hours notice will be charged at the full hourly rate. Appointments cancelled with 24-48 hours of the time and date will be charged one/half of the hourly rate unless the time slot is filled by another client. There is no charge for appointments cancelled with more than 48 hours notice.
9. **Legal representation-** The parties understand that the mediator does not represent either or both of the parties and does not provide legal advice. Effective legal representation is encouraged, and each party agrees to seek the advice of legal counsel for advice on legal questions.