

List of ADR Plan Exhibits

Handbook Page	Document	Description
14-16	EXHIBIT A	Court Mediation Letter: letter sent from referring court to all parties recommending mediation and directing them to CMC Hub.
17-18	EXHIBIT B	Order to Conduct Mediation: Order sent from referring court to all parties ordering mediation, either to mutually agree on an individual mediator or contact CMC for assignment of mediator.
19-22	EXHIBIT C	Judicial Districts by Grand Division

ADR Plan Case Flow (23-25)

ADR Plan Forms

27-28	CMC-1	CMC Summary Report: CMC Hub will fill out this form as they receive the referral/order and contact the parties; continued to fill out as mediation is scheduled and convened by the volunteer mediator, and from info in the MAR
29	CMC-2	CMC Follow-up Letter for Referred or Ordered Mediation: to be sent by CMC if party has not surfaced after calling/emailing.
30-31	CMC-3	Agreement to Mediate (2) forms: Plaintiff and Defendant, to be mailed separately for signing (Can also be created as one ATM for signing on DocuSign)
32	CMC-4	Follow up Letter for Ordered Mediation: Gives deadline from date of Order, 30 days from entry
33	CMC-5	Mediator Activity Log: to be used by CMC staff and by assigned R31 mediator to log in any calls or other activity on the case.
34	CMC-6	Mediator Activity Report (MAR): to be completed after case is done (mediated or not)
35	CMC-7	Mediator Settlement Agreement: can be used as a template for MOU (non-form) mediated agreements. (Notice: witnessed by mediator signature line)
36	CMC-8	Mediator Final Report: to be filled out when case is closed, no mediation or mediation, settled or not settled. Sent to CMC Hub and to Court
37	CMC-9	CMC Hub statistical report/monthly