

SHARED NEUTRALS ADR PROGRAM

Mediator's Guide to Supplies and Forms

Mediation Packets

Flipchart (make sure it is available)

Case Development Notes

Phone number (i.e.: work, home, pager, cell & fax of all parties, liaison and mediators)

Forms:

Agreement to Mediate (5 copies)

[for use when a signed agreement has not yet been received]

Settlement Agreement (3 copies)

Voluntary Mediator Debriefing Outline

Confidential Evaluations (5 copies *WITH ENVELOPES*)

Other Supplies:

Handbook

Brochures

Pens for flipchart

Clipboard if desired

Tape & pushpins for tack board

Kleenex

Stapler

Cups for water

Extra pads of paper and pencils