



VOA Dispute Resolution Center

Mediation Application Form

As an alternative to living with the stress of conflict or the anxiety of the formal legal system, mediation can help people in conflict find workable solutions quickly and cheaply. Using a voluntary and confidential process, neutral mediators help parties in conflict reach a mutually satisfying agreement. Mediators assist parties in communicating with each other and encourage everyone to collaboratively problem solve a resolution that meets everyone's needs.

During the mediation session, the mediators will begin with opening remarks that provide an overview and orientation to mediation. They will then ask each of you to provide a brief summary of the issues you want to resolve and help the two of you create a list of these items. After the list has been created, they will help the two of you negotiate and discuss possible solutions. Finally, if there are agreements the two of you want in writing, the mediators will help you capture those agreements on a settlement form.

To start the process, we require a completed Mediation Application form, as well as a \$75 non-refundable service fee, (this will apply to both parties). Our process typically takes between one and two months, the length of the process primarily depending on the cooperation of both parties. Our fee in total for one session of mediation is \$600, which we split 50/50 between both parties. Once fees have been paid in full by both parties, the fees are no longer refundable. If parties cancel the mediation after it has been paid for in full, the case will remain open for one year. Mediation may be rescheduled with a \$60.00 reschedule fee any time during the one-year period. Children are not permitted to attend mediation.

Once we have opened the case, your case manager will be in contact with both parties to answer any questions either of you may have, collect the mediation fees, then schedule about 2-3 weeks from the time we have received payment in full from both parties.

If the other party declines mediation, or is stalling the process, a mediation scheduling report can be issued. This report indicates that you requested mediation, our last date of contact with both parties and the case outcome. If the other party has declined mediation, it would indicate he/she declined.

7/30/2021

If you have any questions about our services or mediation in general, you can feel free to call us at (425)339-1335, or check out our website at <http://www.voaww.org/Get-Help/Dispute-Resolution-Services/MediationFacilitation/I-Want-to-Schedule>



Dispute Resolution Center
Snohomish, Island & Skagit Counties

PO Box 839, Everett, WA 98206-0839
www.voaww.org/drc

In order to open a case we require:

- Completion of all asterisked (*) fields
- \$75 non-refundable service fee (this will apply to each party) each party

Have you had a case for mediation through us previously? Yes <input type="checkbox"/> No <input type="checkbox"/>	
*Your Name:	*Other Party:
*Address:	*Address:
*Zip Code:	*Zip Code:
*Phone:	*Phone:
*E-mail:	*E-mail:
*Children's Names/Ages:	
We have a couple questions that we ask any time we are opening a case for mediation:	
1. * Are there any <u>restraining orders</u> or <u>court orders</u> which would prohibit your ability to mediate?	
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please attach to your return email.	
2. * Are there any concerns about <u>domestic violence</u> or <u>substance abuse</u>	
In order to open a case, we require completion on all asterisked (*) fields, as well as a \$75 non-refundable service fee, (this will apply to both parties).	
PO Box 839, Everett WA 98206-0839 2801 Lombard Ave, Everett WA 98201	Phone: 425-339-1335 Fax: 425-259-2110
www.voaww.org/drc	

7/30/2021

*Please describe your ideal outcome from mediation:

* I intend to provide my \$75 service fee by:

- Credit Card over the phone (425)339-1335
- Check in the mail VOA Dispute Resolution Center | PO Box 839, Everett WA, 98206-0839
- Cash in person Accounting Office | 2802 Lombard Ave. Everett, WA 98201

How were you referred:

What would you consider your income status to be: Choose an item.

What would you consider your race or ethnicity to be:

How many people live in your household:

For information on our Fees/Timeline/Process please refer to our website at:

<http://www.voaww.org/Get-Help/Dispute-Resolution-Services/MediationFacilitation/I-Want-to-Schedule>

In the pre-mediation process, it is the responsibility of both parties to drive the case. If neither party has called on your case in more than two weeks, there is the possibility of your case closing without refunds. In order to make sure that your case runs its course to completion, we strongly encourage you to contact your case manager once a week.

* This form is completed to the best of my abilities.

Yes No

PO Box 839, Everett WA 98206-0839
2801 Lombard Ave, Everett WA 98201

www.voaww.org/drc

Phone: 425-339-1335
Fax: 425-259-2110