

**United States District Court
Western District of Oklahoma**

**INSTRUCTIONS FOR
SELECTION OF MEDIATOR AND
ARRANGEMENTS FOR THE MEDIATION SESSION**

- A List of the Panel of Mediators is available at the Status/Scheduling conference or in the Office of the Court Clerk - contact ADR Staff. Also available on the Court's **website at www.okwd.uscourts.gov**.
- Counsel are to agree on a choice for mediator. An alternative choice may be needed should any conflict of interest arise.
- Additional information concerning the mediators, i.e. resumes, fee schedules, etc., is available in the Book of Mediators available in the Court Clerk's Office and on the **website**.
- Counsel may discuss fees with prospective mediators when making arrangements for the mediation session. All mediators are to perform at least 1 pro bono mediation per year if requested by the parties in an appropriate case or if requested or ordered by the Court.
- Selection of the mediator and arrangements for the mediation session are to be made on the enclosed/attached form **either as directed by the Court at the status scheduling conference or within 10 to 30 days of the Order of Referral to Mediation - part of the court's Scheduling Order(s)**. Counsel must contact the mediator, have the mediator complete a conflicts check and make the arrangements for the mediation session in order to complete the Arrangements and Order portion of this form prior to filing this form
- The completed Selection, Arrangements and Order Appointing the Mediator form should be returned to the Clerk's Office (Attention Mediation). All information concerning the name and address of the mediator, the date, time and place for the session is to be included so that the Order may be promptly filed. ***Faxed signatures will be accepted.***
- Sessions may be re-set with the mediator anytime before the completion deadline. Extensions must be sought thereafter. **ANY REFERRAL TO MEDIATION PURSUANT TO COURT ORDER, EVEN IF VOLUNTARY, MAY NOT BE CANCELLED, UNLESS IT IS RE-SET, WITHOUT PERMISSION OF THE COURT.**
- You may wish to review LCvR16.3, Supp. § 3.1 et seq. MEDIATION, and give a copy of the ADR booklet, ***RESOLVING DISPUTES IN FEDERAL COURTS*** to your clients.
- Please do not hesitate to call the Court's ADR staff for assistance:

ADR Administrator
and Settlement Staff Attorney
(405) 609-5078