UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF OKLAHOMA

	)	
	)	
Plaintiff(s)	)	
v.	)	Case No. CIV- -MEDI
	)	
	)	
Defendant(s)	)	

SELECTION, ARRANGEMENTS AND ORDER APPOINTING MEDIATOR

SELECTION OF MEDIATOR

In accordance with LCvR16.3 Supp. § 3.1, et seq. Mediation, the following mediator is either (please check):
❑selected by the parties from the list of the Court's panel of mediators; or ❑ selected and agreed to by the parties (non-panel):

Mediator_____

Address _____

Tel. No. _____

_____ _____
Counsel for Plaintiff Counsel for Defendant

NOTE: Unless otherwise agreed at the status conference or directed by the Court, the SELECTION AND ARRANGEMENTS must be made **between 10 and 30 days** of the Scheduling Order or other order referring the case to Mediation and submitted on this form and filed with the Court Clerk's Office. For mediator information, see website at **www.okwd.uscourts.gov.**

ARRANGEMENTS FOR MEDIATION SESSION

Counsel are to contact the mediator, have the mediator complete a conflicts check and make the following arrangements for the mediation session prior to filing this form.
DATE and TIME: The mediation session is currently set for _____ 200___, at _____ __ .m.

PLACE:_____
A mediation session may be re-scheduled by the parties without leave of court anytime within the window of time deadline established by the Court in the Scheduling Order or other Order of the Court.

ORDER APPOINTING MEDIATOR

Judge_____, having referred this case to mediation, directs the Clerk to enter this Order. **MEDIATOR**:_____ _____, an approved member of the Court's Panel of Mediators, and/or selected and agreed to by the parties and hereby authorized by the Court, is appointed for this case. The session is to be held no later than the deadline established in the Scheduling Order or other Order of the Court.

Memoranda for Mediation are due to the mediator 3 days prior to the mediation session. (LCvR16.3 Supp. § 3.4). **Attendance at the session of the proper parties or representatives with FULL SETTLEMENT AUTHORITY is required.** (LCvR16.3 Supp. § 3.3). **There shall be no continuance of the mediation session beyond the time set in the Scheduling Order or other Order for completion of mediation except by order of the Court upon a showing of good cause. Counsel are directed to advise the mediator, Court and mediation staff of any settlement prior to mediation. Counsel are responsible for providing the mediator with all relevant documents prior to the mediation session. The ADR REPORT must be returned on the Court-approved form BY THE MEDIATOR immediately following the mediation session.**

Robert D. Dennis, Clerk

Date_____ BY _____
Deputy Clerk