

# MEDIATION GUIDELINES

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## MEDIATION PREPARATION

**Documents and Statements:** Please prepare documents and statements for the mediation session. In advance of your first scheduled mediation session:

- Download, copy or share account statements before the session.
- Bring statements and documents to your mediation session.
- Please keep and store your documents in a safe place. Your mediator will not collect or store your personal documents.
- Be sure to complete “homework” between sessions so that you have the information you need to make decisions for your family.

### **Budget Forms and Worksheets:**

- Please prepare your own budgets for AFTER the separation. This will help you make realistic decisions during the mediation process.
- You may use your own budgeting spreadsheets or tools or download my form at: <https://clementmediation.com/prepare-yourself/>
- Please prepare a list and values of all assets and debts (joint and separate). 2

## CONFIDENTIALITY

### **Privacy and Confidentiality:**

- Only the people who have agreed to the mediation may be present in the same room during any mediation session.
- Mediation communications and mediation documents are privileged.
- Disclosure of mediation communications and mediation documents may not be required or compelled through discovery or any other process.

**Absolute Prohibition on Recording:** No Recording or transmissions.

- You, or anyone on your behalf, may **not** audio or video record any portion of the mediation session.
- If you learn of an audio or video recording of any session, you will immediately destroy the recording and will not share the recording with any third parties.
- You agree not to transmit a live or deferred video or audio relay of the mediation sessions to third parties.

## **BEST PRACTICES**

**Interruption Free Zone:** During the session, you agree to:

- Take all reasonable measures to ensure that you are not interrupted during your mediation session.
- Please arrange for appropriate childcare, notify family and friends of your unavailability, and make appropriate scheduling choices.

**Technology Hiatus:** During the session, you agree to:

- Turn off or silence any phones, tablets, or computers and disable alert announcements and/or texts for the duration of mediation sessions. (except for the computer or device you are using for statements and documents)
- Refrain from the use of text, social media, email, and/or internet search engines, other than as may be necessary to conduct the session, during your mediation sessions.

**Respectful Communication:**

- It is helpful to notice facial expressions and body language during the session.
- You may have to adjust how you communicate during the mediation session.
- It is especially important to allow each participant to finish their comment or statement before responding.
- Be prepared to listen carefully to the participants and take your own notes.

**Payment:**

- All services are “pay as you go”. A retainer is not required for mediation services.
- Payment is due prior to meetings and the preparation of mediation documents.
- Cash, check, or cards accepted.