



**Superior Court of California
County of Ventura**

**COURT-ORDERED CIVIL MEDIATION PROGRAM
PROCESS**

STEP ONE	By Order or Stipulation. At the Court's discretion, qualifying matters may be ordered to the Court-Ordered Civil Mediation Program. Alternatively, litigants may stipulate (VN-164) to be ordered to the Court-Ordered Civil Mediation Program.
STEP TWO	Duty to Meet & Confer. Within fifteen days of being ordered to mediation, the parties shall meet and confer to: (1) discuss and select a mutually agreeable mediator, (2) exchange possible dates and times for the mediation session, and (3) discuss a discovery completion schedule to ensure the mediation session is productive.
STEP THREE	Scheduling Duties. The plaintiff must contact the mediator to provide party contact information, check availability, exchange potential dates and times for the mediation session, and determine the location for the mediation session. The plaintiff must also provide the mediator with a copy of the minute order setting forth the mediation completion date.
STEP FOUR	Confirm. Within fifteen days of being ordered to mediation, litigants and the mediator shall confirm the date, time and location of the mediation session.
STEP FIVE	1. File. Within fifteen days of being ordered to mediation, litigants shall file and serve the Stipulation to Mediator and Mediation Date (VN-272) form.
<i>(Alternative)</i>	2. Assignment of Mediator. Where litigants fail to file the Stipulation to Mediator and Mediation Date (VN-272) form within fifteen days of being ordered to mediation, the Court will assign a mediator from the panel of court-approved civil mediators. A "Notice of Assignment of Mediator" form shall be generated by the Court and sent to the litigants and the court-assigned mediator. Litigants shall promptly comply with their obligations previously set forth in Steps Two through Four above.
STEP SIX	Mediation Statement. No later than five days before the date set for mediation, each party shall serve on the mediator and all parties a short mediation statement which shall set forth the nature of the case and causes of action, factual and legal issues to be resolved, the parties' objectives at mediation, and other information that may be helpful in resolving the dispute.
STEP SEVEN	Mediation. The mediation session takes place. Appearance of all necessary participants are required and failure to appear may result in sanctions.
STEP EIGHT	File. Mediator must file with the Court and serve on all parties a Statement of Agreement or Nonagreement (ADR-100) form within ten days of completion of the mediation.
STEP NINE	File. If mediation resulted in a settlement, plaintiff must complete and file a Notice of Settlement (CM-200) form with the Court and serve on all parties. Upon completion of the terms of the settlement, plaintiff must file a Request for Dismissal (CIV-110) form with the Court and serve on all parties.

To learn more about the Court-Ordered Civil Mediation Program contact the Civil Mediation Coordinator at VenturaCivilMediation@ventura.courts.ca.gov or 800 South Victoria Avenue, Ventura, California 93009. Materials are available on the Court's website at www.ventura.courts.ca.gov.