CONCILIATION COURT INFORMATION SHEET

(Court Use Only)

Case #: _____ **Date:** _____

☐ **Mediation** ☐ **Conciliation Counseling**

Instructions – You have been ordered to Conciliation Court. **This form must be completed in full and returned to Alternative Dispute Resolution (ADR) Services within TEN (10) days of Court Order.** If you do not answer all questions, the form will be returned to you, resulting in a delay of the proceedings.

Attorneys are not permitted to attend domestic mediation, pursuant to AZ Rules of Family Law Procedure 68(c)(4).

This document is confidential and for use by ADR Services only. Neither this document nor the information contained herein may be disclosed to the Court, attorneys or interested parties. This document is not subject to subpoena.
Once the ADR Department has received the completed form, you will be notified of your appointment time.

WILL INTERPRETER SERVICES BE NEEDED ☐ Yes ☐ No LANGUAGE BEING REQUESTED

→ **List any dates you are NOT available in the next 60 days. You must allow up to 4 hours for session.**
If you leave this space blank, we will presume you are completely open and will schedule accordingly.

1. First Name: Middle Name: Last Name:	Case #: _1300DO_____	☐ Petitioner ☐ Respondent ☐ 3rd Party/Intervenor
2. Mailing Address:	3. City: 4. State:	5. Zip:
Is this a new address? ☐ Yes ☐ No If this is new, you must file Change of Address form with the Clerk's office	Is this a protected address? ☐ Yes ☐ No (If you did not file to protect your address, do not mark yes)	
6. **CELL PHONE:** ☐ Check this box to agree to receive text appointment reminders from Yavapai Co. Superior Courts, ADR. Message and data rates may apply. Message frequency varies.	7. Telephone (Home/Work):	
8. **E-mail Address:**		
9. Do you have a lawyer representing you on this case? ☐ Yes ☐ No	10. If yes, Name:	
11. Are you currently married to the other Party? ☐ Yes ☐ No	12. Were you ever married to the other Party? ☐ Yes ☐ No	
13. When was your divorce granted?	14. Is there a current Court Order establishing Legal Decision-Making and Parenting Time? ☐ Yes ☐ No	
15. Briefly and specifically, describe the current disagreement and what you would like to accomplish in mediation.		
16. Provide the names and birthdates of your child(ren) involved in this case. With whom do they reside?		
17. Have you ever been to mediation before? ☐ Yes ☐ No (If yes, where and when?)		
18. Have you completed mandatory Parent Education? ☐ Yes ☐ No ☐ Registered but not completed yet		

19. Is there currently an Order of Protection in effect against you or the other party? ☐ Yes ☐ No ☐ Unsure (If you answer yes, in what County/Jurisdiction is it filed? Please provide an explanation or the form will be returned for an explanation) (If yes, please bring copy to mediation)	
20. If there is a current Order of Protection in place, are any children a part of it? ☐ Yes ☐ No ☐ Unsure (If you answer yes or unsure, you must provide an explanation or the form will be returned for an explanation)	
21. Has the Department of Child Safety (DCS) ever been contacted in this matter? ☐ Yes ☐ No ☐ Unsure	
22. If DCS has been contacted, is there currently an open investigation? ☐ Yes ☐ No ☐ Unsure	
23. Use this space for comments or concerns you may have regarding our services.	
24. If you are at the Prescott Courthouse, please leave this completed form with the Alternative Dispute Resolution Office on the 4th floor, or with the Bailiff in the courtroom you are in. If you received this form in the mail/email, return it to the address listed in box 25. Or email to: **yavapaiadr@courts.az.gov**	25. **Arizona Superior Court** **Yavapai County Courthouse – ADR Services** **120 South Cortez; Room 402** **Prescott, AZ 86303** **(928) 777-3067 | yavapaiadr@courts.az.gov**

Please read the following Mediation Procedures and Rules. If this form is not signed and returned in a timely manner, it may delay the processing of your case. Thank you for your cooperation.

Mediation Procedures

- Allow up to **4 hours** for session.
- If no agreement is reached, the Court will be informed of such.
- If an agreement is reached, it will be filed with the Court after each individual signs the agreement. If represented by an attorney, your agreement will be sent to them for review and approval before being filed with the Court.
- The Court will be informed if someone fails to appear for a scheduled appointment without proper notice to the Conciliation Court. No shows will be issued a non-compliance and fined $200.00.

To promote a safe environment and positive communications during mediation, we request you observe these rules. It is important you understand and agree to the Mediation Rules. If they are not followed, the mediators have permission to end the session. If you have questions or concerns, please contact us in advance.

Mediation Rules

1. Focus on what is best for the children.
2. Be courteous and respectful to each other and to the Mediator. Speak one at a time.
3. Express any anger appropriately.
4. Stay in the room unless the Mediator gives you permission to leave. You may request a short break during the mediation session.
5. Be honest and share all information pertinent to the issues.
6. According to ARS 12-2238, the mediation/conciliation process is confidential. This extends to notes taken during session, which will be destroyed at the conclusion.
7. The Mediators, along with office policy, will determine the number of times the parties will be required to meet.
8. The Mediators will be impartial, will not take sides and will not make decisions for anyone in the mediation.
9. You are not required to reach an agreement.
10. You are required to participate in good faith.
11. Recording devices are not permitted. Cell phones must be turned off.
12. No weapons of any kind are permitted in the building.

By the signature below, I acknowledge I have read and understand the above Mediation Procedures and Mediation Rules:
I understand and agree to abide by these rules.

Signature	Date