

***CLERMONT COUNTY COMMON PLEAS COURT MEDIATION FLOW CHART***

**1. Introduction-Mediator introduces self and all participants; explains mediation process and UMA; stresses Mediator makes no decision**

**Plaintiff's presentation**

**2. Factual presentations by all sides-usually attorneys give overview of case**

**Defendant's presentation**

**3. Issue identification-  
What is undisputed?  
What is disputed and needs discussion?**

**Caucus with Plaintiff's side**

**4. Discussion of interests, options, standards, possible solutions; Mediator has private meetings (caucus) with all sides**

**Caucus with Defendant's side**

**Caucus with Plaintiff's side**

**5. Decision making-Parties consider risks, costs, benefits, alternatives to settlement, determine if there is a zone of agreement; make efforts to compromise**

**Caucus with Defendant's side**

**6. Conclusion**

**6A. Settlement-Clarify agreed terms, discuss documents, who prepares what, thank participants**

**6B. Recess for later talks-Determine next steps, set follow up schedule, thank participants**

**6C. Impasse-Discuss next steps, offer future mediation if needed, thank participants**