

MEDIATION PREPARATION GUIDELINES FOR CIVIL CASES

To be prepared to negotiate productively, please complete all of the following at least 14 days before your scheduled mediation conference in the Clermont County Common Pleas Court.

- Notify clients and any other essential party representatives, such as insurance adjusters, of the date, time, and location of the mediation conference, and that their attendance is required. Insurance adjusters are required to appear in person unless prior arrangements are made with the Mediator and opposing counsel. Mediations are held in the jury room of Courtroom 205 on the second floor of the Common Pleas Courthouse. Please advise your clients or representatives to be prepared to pass through a metal detector as they enter the building.
- Complete the mediation case summary and provide it by e-mail (hpaddock@co.clermont.oh.us), mail, fax [(513) 732-7127] or delivery to the Mediation Office at 270 Main Street, Batavia, Ohio, 45103.
- Try to have all written discovery materials, interrogatories, damage calculations, experts' reports, and records, etc. to opposing counsel at least two weeks prior to mediation. After that date, updates and supplements should be provided as promptly as possible.
- Prepare your client. Determine their interests regarding the outcome of the case. Discuss the advantages and disadvantages of trial versus a mediated resolution. Discuss the facts and legal issues which might affect their risks at trial negatively or positively. Consider possible creative solutions to the dispute.
- Please review the language of the Uniform Mediation Act, Ohio Revised Code section 2710.01 to .10, as that statute will apply to this conference.
- Please be aware that no continuances will be granted except upon written motion and entry approved by the assigned judge.
- Notify the Mediation Office if there has been a change in attorney of record.
- Please read the Mediation FAQs on the Court web site at:
<http://www.clermontcommonpleas.com/fqmed.aspx>

MEDIATION PREPARATION GUIDELINES FOR HOMEOWNERS IN A FORECLOSURE MEDIATION

- Please gather all the financial information requested by your lender and provide those documents to the lender and/or its attorney. It is important to do this, if possible, **before** the mediation conference so the lender has a chance to review the materials in preparation for discussions with you.

- It is a good idea to meet with a HUD certified housing counselor **before** the mediation to discuss your mortgage and possible resolutions of the foreclosure. While HUD certified housing counselors are not attorneys and cannot represent you in court, they can offer advice and suggestions on how to best approach your current situation. They can also discuss possible homeowner assistance programs with you. The services of these counselors are free. The Ohio Supreme Court has a list of housing counselors at:

<http://www.supremecourt.ohio.gov/JCS/disputeResolution/foreclosure/HousingCounselors.pdf>. A U.S. Department of Housing and Urban Development listing of such organizations is at:

<http://www.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=OH&filterSvc=dfc> A list compiled by this Court is attached.

PLEASE NOTE: The Court does not endorse any organization or prefer one organization over another. Homeowners in foreclosure are urged to make their own independent selection of a housing counselor that best suits their needs.

- Please consult with an attorney if you have questions about the court process. If you cannot afford an attorney, you can contact organizations such as Save The Dream Ohio <http://www.savethedream.ohio.gov/> or 1-888-404-4674 to seek a volunteer attorney, or the Legal Aid Society of South West Ohio at <http://www.lascinti.org/> or 1-513-241-9400 to see if you qualify for their assistance.

- Please read the Foreclosure Mediation FAQs on the Court web site at: <http://www.clermontcommonpleas.com/faqforeclmed.aspx> .

LOCAL HOUSING COUNSELORS

CCCS OF THE MIDWEST	P: 800-355-2227 T: 800-355-2227 F: 614-552-2222 E: info@cccservices.com W: www.cccservices.com	9600 Colerain Ave, Ste 405 Cincinnati, Ohio 45251	- English
HOME OWNERSHIP CENTER OF GREATER CINCINNATI	P: 513-961-2800-4416 T: F: 513-961-8222 E: jbrady@hometoday.cc W: www.hometoday.cc	2820 Vernon Place Cincinnati, Ohio 45219-2414	- English
NID-HCA RUTLAND	P: 513-579-0777 T: F: 513-579-0078 E: beehive@zoomtown.com W: www.nidonline.org & www.makingyourhomeaffordable.org	524 W Liberty Street Cincinnati, Ohio 45214	- English - Spanish
SMARTMONEY COMMUNITY SERVICES	P: 513-241-7266-108 T: F: 513-361-4783 E: nstephens@smart-money.org W: www.smart-money.org	19 W. Elder St. Cincinnati, Ohio 45202	- English
WORKING IN NEIGHBORHOODS	P: 513-541-4109 T: F: 513-853-3944 E: bbusch@wincincy.org W: www.wincincy.org	1814 Dreman Avenue Cincinnati, Ohio 45223	- English
CCCS OF THE MIDWEST	P: 800-355-2227 T: 800-355-2227 F: 614-552-4800 E: info@cccservices.com W: www.cccservices.com/home.asp	9545 Kenwood Road Suite 204 Cincinnati, Ohio 45242	- English
CCCS OF THE MIDWEST	P: 800-355-2227 T: 800-355-2227 F: 614-552-4800 E: info@cccservices.com W: www.cccservices.com/home.asp	1147 Cincinnati Batavia Pike Batavia, Ohio 45103	- English
LIFESPAN, INC.	P: 513-868-9220 T: 513-868-3210 F: 513-867-7556 E: info@lifespansohio.org W: www.lifespansohio.org/	1900 Fairgrove Ave, Route 4 Hamilton, OH 45011 (513) 867-7556 Fax Hamilton, Ohio 45011	- English
NEIGHBORHOOD HOUSING SERVICES OF HAMILTON, INC.	P: 513-737-9301 T: 800-525-5420 F: 513-737-9304 E: llorieb@fuse.net W: n/a	100 S. Martin Luther King, Jr. Blvd. Hamilton, Ohio 45011	- English