

CIRCUIT COURT OF COOK COUNTY, DOMESTIC RELATIONS DIVISION

MEDIATION CHECKLIST FOR MEDIATORS

First Meeting with the Parties:

- Obtain completed copies of the Confidential Client Intake Form and Domestic Violence Screening Form from the parties. These forms can be found on www.cookcountycourt.org.
- Have the parties execute the Confidentiality Agreement. This form can be found on www.cookcountycourt.org.
- When scheduling future mediation dates, keep in mind the parties' mediation status court date. The mediator's report must be completed and submitted to the Office of the Presiding Judge of the Domestic Relations Division prior to the parties' mediation status court date.

Completion of Mediation:

- On the last meeting with the parties, provide each party with an evaluation form and instruct them to complete their evaluation forms and return them to Office of the Presiding Judge of the Domestic Relations Division. Evaluation forms can be found on www.cookcountycourt.org. You must provide this form to the parties and cannot use a modified version of the form.
- Complete and return the Mediator Report to Office of the Presiding Judge of the Domestic Relations Division no more than seven (7) days after completion of mediation or two (2) days prior to the parties' mediation status court date, whichever is sooner:

Fax: 312-603-0070

E-mail: DomesticRelationsMediation@cookcountyil.gov

Mailed/Delivered:

Office of the Presiding Judge
Domestic Relations Division
50 W. Washington, Suite 1901A
Chicago, Illinois 60602

- You must use the Mediator Report form promulgated by the Circuit Court of Cook County, Domestic Relations Division which can be found on www.cookcountycourt.org. You cannot use a modified version of this form.

*****Please note that these procedures are as of 3/24/2014 and are subject to change*****