## SANTA BARBARA COUNTY SUPERIOR COURT

## **OFFICE OF FAMILY CUSTODY SERVICES**

## **Procedures for telephonic mediations**

Case No.\_\_\_\_\_

Petitioner/Other Parent:\_\_\_\_\_\_ Respondent/Defendant:\_\_\_\_\_

Appearing by telephone is a courtesy offered by this office. Telephone mediation is only offered to individuals who do not live in the tri-county area, i.e. Santa Barbara, Ventura or San Luis Obispo Counties. People who live in any of these counties are required to attend mediation in person. You must receive prior approval from the Mediator, or the Court, to have a telephonic mediation. Please contact the Mediator at least 7 days in advance of your scheduled appointment if you have any questions or would like to arrange to participate by phone.

Mediation is a **confidential** process under the law so persons appearing by phone must follow these rules:

- 1. You cannot record any part of the conversation, use a speaker phone, allow anyone to be in the room with you or use a cell phone in public. You **cannot** allow anyone to listen to any part of your mediation on an extension phone line.
- 2. Children will not be allowed to participate in the mediation. The children cannot be in the room, listening in or able to hear the conversation under any circumstances. Because their confidentiality cannot be assured, they will not be interviewed by telephone.
- 3. The party mediating must be in a quiet, private, uninterrupted location and not in a public environment.
- 4. The party appearing by telephone must have a computer with Microsoft Word or Adobe Reader, a printer, a scanner and/or a fax machine **OR** have the ability to access this technology within 5-20 minutes of receiving electronic documents from the mediator to complete the mediation. If this is not possible then the Mediator <u>must</u> be informed of this at least one day prior to the beginning of the mediation so that alternate plans can be made to finalize any agreement.
- 5. Please allow enough time to participate in mediation; at least three hours.
- 6. The Mediator has the ability to terminate any telephonic mediation that he or she feels is breaching these rules.

I have read and agree to abide by the above rules of telephone mediation, under penalty of perjury:

Print Name

Sign Name

Date