



All right, I'm Convinced...

How Do I Schedule A Mediation Session?

Filing is easy and may be done online or in person. To file online, go to <https://www2.tulsa-county.org/services/early-settlement-center-for-mediation/> and click on Community Mediation Intake Form. You can print it, fill it out, scan it & email it to us or may complete it as a fillable form. We do ask that you contact us to make sure that we received it. Or, you may set up an appointment to come to our office for an in person intake. Prior to coming for an in person intake, however, we recommend that you check the Community Mediation Intake Form to see what information is needed so that you will have the necessary information with you when you come to our office.

1. Name, address, email address, and telephone numbers (cell and home) of both parties or company against whom you're filing.
2. The nature of the dispute, and the amount of money, if any, involved.

A mediator will be assigned to your case, a time will be scheduled for the session, and the person or organization with whom you're having the dispute will be notified of the complaint by email as to the date, time, and place of the meeting. You will also receive an emailed copy of the hearing notice. Mediation may be done virtually as a videoconference or in person with considerations given to health concerns, travel distances, etc. If you are asked to participate via a Zoom videoconference, it's as easy as hitting Click to Join and the mediator will send you the link shortly before the session starts.

TO THE COMMUNITY:

For some, disputes are a part of everyday life and the resolution of those disputes may create a series of even more difficult problems, some of which may involve time and expense.

Since April, 1982 - EARLY SETTLEMENT has provided taxpayers the opportunity to resolve disputes without the burden of excessive delay and expense. The service is a fair and efficient way to resolve disputes. History has shown that mediation does work to the satisfaction of the majority of person availing themselves of the service.

We encourage your participation in this program.

*With best wishes,
BOARD OF COUNTY
COMMISSIONERS*

For more information or to schedule a mediation, contact:

EARLY SETTLEMENT
Early Settlement Center for Mediation
2315 Charles Page Boulevard
Tulsa, OK 74127
918.596.7786



EARLY SETTLEMENT

Mediation Program



CITY OF
Tulsa
A New Kind of Energy



HOW WE CAN HELP WITH FAMILY & DIVORCE ISSUES

The process of mediation can hold many advantages for families, specifically in those cases where children are involved.

Mediation allows parents to focus on their children's needs as the main consideration in decision-making and averts the need to build a case against the spouse (which may cause hard feelings for all family members).

- Communication through mediation can function as an excellent foundation for the future co-parenting relationship.
- In the mediation process, parties have an opportunity to vent their frustrations in a structured, problem-solving environment.
- Dealing with and getting past the frustrations enables them to move forward, find common ground and make necessary decisions.

The Early Settlement mediation process is confidential by statute. Parties do not give up any rights by participating and parties have control over the outcome of their family situation.



Affirmative Action Compliance Statement

The institution, in compliance with Title IV and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.



WHAT IS THE COST?

Program services are funded through the Court System to keep costs to a minimum. Participants do not pay fees for Early Settlement Mediation.

HOW IS THE CASE FILED?

Referrals may be made by a judge, attorney, community member, or individuals may file for services themselves. In order to initiate a case, Early Settlement will need contact information for each party and their respective attorneys, as well as a brief explanation of the situation.

WHAT HAPPENS WHEN A CASE IS FILED?

In a pending divorce or post decree modification, the first step after the referral of a case is for each of the parties to schedule pre-mediation interviews. Once we have completed the pre-mediation interviews with both parties and confirmed that the situation is appropriate for mediation, the mediation session is typically scheduled within 10 to 21 days.

Note: Family cases considered not appropriate for mediation include those with active substance abuse, mental abuse, mental illness, or domestic violence.

INFORMATION TO ATTORNEYS FROM THE ADMINISTRATIVE OFFICE OF THE COURTS

Attorney participation is the session(s) is optional. In accordance with "Rule 10" of the Dispute Resolution Act, the role of the attorney in the mediation process is to assist client in clarifying the issues and to provide them with legal advice and insight, however attorneys cannot interrogate the opposing party during mediation. If the attorney chooses not to participate in the session with their client, the attorney's role is to be available during, between and/or after the session(s) for consultation with their client.

Early Settlement family mediators facilitate the mediation process in order to reach a written "memorandum of understanding" on all or part of the disputed issues involved in the divorce or family matter. Early Settlement family mediators do not give legal advice. After an understanding is reached, parties are asked to have their respective legal counsel review the memorandum and prepare it in the proper format for presenting to the court. Early Settlement family mediators do not prepare formal court documents.

Early Settlement mediation is not meant to replace qualified legal representation. The Supreme Court offers Early Settlement family mediation which should be viewed as complementary professional service to the legal profession and our judicial system.