

How To Initiate the Mediation Process

- Call **763-422-8878**; a packet of agency information will be sent upon request
- Police may fax community referrals to: **763-422-0808**
- First contact with invited parties is by letter, with follow-up phone calls by the case manager to determine the appropriateness and consent for mediation
- Once all parties have agreed to mediate, a confirmation letter is sent
- A two hour mediation session is held with both a male and female co-mediator
- The parties will sign an *Agreement to Mediate* form prior to beginning the session
- The mediators will write down all agreements made and give a copy to the participants; the agreements are confidential and not shared with others
- Staff will make a follow-up service call after the mediation
- A case closure report will be sent to all referrals