

## GROUND RULES AND GUIDELINES FOR ONLINE MEDIATION

Thank you for engaging our firm to mediate your case. When parties choose to mediate online, we have found that the observance of these directives and guidelines will help all parties have a successful experience:

- You will need a computer or iPad with a large screen, decent microphone, and a decent camera. Please set up a free Zoom account on your desktop or laptop computer prior to the day of mediation. (<https://zoom.us>) If you are using an iPad, please download the free version of Zoom from the App store prior to the day of mediation.
- Chrome is not required to use Zoom, but most people find that it is the most helpful internet browser.
- Bandwidth and a secure internet connection are essential. Please make sure all devices using internet bandwidth have been deactivated; please make sure your internet connection is secure.
- You will receive an emailed invitation from my office with a link for the meeting. When the time and date for the meeting arrive, please connect with that link. Once you are connected, you will be in a “waiting room” until the other participants arrive. When you are in the waiting room, you will not be able to communicate with anyone else; once all of the participants have entered the waiting room, I will bring all of the participants into the session. After we have some preliminary discussions, I will send each party and their attorney to a “breakout” room. Once you are in the breakout room, you will be able to talk and see the other individuals assigned to that particular breakout room, but you will not be able to see or talk to the other parties to the mediation; likewise, they will not be able to hear or otherwise observe your conversations. I will enter and exit each of the breakout rooms to discuss your case during the mediation session.
- Recording of the session is not permitted.
- If you are not attending the session in your attorney’s office, please make sure that you are in a quiet place which is free of distractions and has a secure and reliable internet connection. In addition, please make sure that no non-parties are listening to the session unless you have obtained permission from the mediator in advance of the session.
- If you have any questions prior to the session regarding these guidelines, please feel free to contact my office.