

Rule 9.04 | PROCEDURES TO REFER A CASE OR CLAIM TO MEDIATION

(a) **Order of Referral:** In every case in which the Court determines that referral to mediation is appropriate pursuant to Rule 9.03(a) or (b), the Court shall enter an order of referral which shall:

(1) Designate the mediator if one has previously been selected by the parties or, if not, allow fourteen (14) days for the parties to make such selection and notify the Court.

(2) Define the window of time in which the mediation conference may be conducted, preferably not sooner than 45 days and not later than fourteen (14) days before the scheduled trial date.

(3) Designate an attorney as lead counsel, who shall be responsible for coordinating two alternate mediation conference dates agreeable to the mediator and all counsel of record.