

Steps for Divorce Mediation

Steps	Date completed
1. Jointly sign the retainer agreement and pay the retainer fee	
2. Separately complete and submit intake forms	
3. Schedule a separate individual meeting and first joint meeting with lawyer mediator	
4. Attend separate individual meeting	
5. Attend first joint mediation meeting <ul style="list-style-type: none"> a. Review and Sign Joint Petition for Divorce and Confidential Petition Addendum b. Discuss financial information and data needed c. Discuss financial and child specialist (if applicable) d. Assign homework and schedule additional meetings with lawyer mediator and specialists Between first and second mediation meetings: <ul style="list-style-type: none"> e. Gather financial documents <ul style="list-style-type: none"> i. Due Date: _____ (If not met, second meeting will be canceled) f. Prepare draft of Financial Disclosure Statement <ul style="list-style-type: none"> i. Due Date: _____ (If not met, second meeting will be canceled) g. Meet separately with specialists as necessary (if applicable) 	a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ g. _____
6. Attend second joint mediation meeting <ul style="list-style-type: none"> a. Review financial documents and Financial Disclosure Statement b. Decide if additional input needed (e.g, appraisals/financial projections...) c. Discuss Property Division Worksheet d. Discuss Marital Settlement Agreement Outline 	a. _____ b. _____ c. _____ d. _____
7. Attend third joint mediation meeting <ul style="list-style-type: none"> a. Consider various maintenance/support calculations b. Discuss Property Division Worksheet allocation options c. Discuss current and future impact of options 	a. _____ b. _____ c. _____
8. Attend fourth joint mediation meeting (and any subsequent) <ul style="list-style-type: none"> a. Discuss and confirm settlement agreements 	
9. Attend subsequent joint mediation meetings as needed	
10. Finalize agreement <ul style="list-style-type: none"> a. Review and sign Financial Disclosure Statement b. Review and sign Marital Settlement Agreement c. Review and sign Findings of Fact, Conclusions of Law, Judgment of Divorce d. Review and sign Certificate of Divorce e. Review process for Final Court Hearing 	a. _____ b. _____ c. _____ d. _____ e. _____
11. You and your spouse attend Final Hearing	