

Adams, Scioto and Pike Counties (ASAP) Mediation Services
(740) 355-8368

**DOMESTIC RELATIONS MEDIATION
DRAFT AGREEMENT**

ATTORNEY CHECKLIST

The following checklist is provided for your use. ASAP Mediation Services is providing a Mediation Status Report (Attachment 1) and DRAFT Memorandum of Understanding (Attachment 2) for your review with your client.

_____ An e-mail version of the DRAFT Memorandum of Understanding is available upon request from Mediation Services (740) 355-8368.

_____ Review the Mediation Status Report with your client

_____ Review the DRAFT Memorandum of Understanding with your client to address the following:

- a. Durability (will the agreement work after mediation?) Who was not at the mediation session and can support the agreement or interfere with the agreement?
- b. Clarity
- c. Any overlooked issues
- d. Flexibility/Balance
- e. Self-Determination

_____ Notify the mediator with any changes or additions to the DRAFT agreement (740) 355-8368
The mediator will make changes and redistribute copies to all parties.

_____ If parties need to schedule another mediation session to clarify or further customize their understanding, please call (740) 355-8368.

_____ When the DRAFT agreement is ready to be submitted to court, determine which attorney will be responsible for preparing an Entry, Qualified Domestic Relations Order or other legal material.

Attorneys may request a DRAFT agreement be forwarded to their office by e-mail to facilitate the completion of an agreed entry.

_____ After the Agreed Entry has been prepared to the satisfaction of all parties and their attorneys, file a request for a hearing date to the appropriate court.

_____ After the judge approves the entry, the Clerk of Court will be instructed to mail a file-stamped copy to all parties and attorneys of record

Attachment 1 - Mediation Status Report

Attachment 2 – DRAFT Understanding