

Revised 09-2015

MEDIATION INFORMATION SHEET

Whenever custody or placement is at issue in Portage County, the first step in the legal process is to attempt mediation to give the parties an opportunity to come to an agreement themselves without Court interference.

When a Request for Mediation is received, an Order typically is issued and requires both parties to complete a Proposed Parenting Plan and submit it to the director with a \$100.00 check or U. S. Postal money order payable to the Clerk of Courts. If no Request for Mediation is completed and returned in 30 days, the Director issues a letter stating his mediation file will be closed in one week unless the Request for Mediation is received along with a reminder that no litigation can occur until mediation has been attempted.

When both parties comply, the Director issues an Order for Mediation assigning the next mediator on a list of State-certified mediators kept by the Director of Family Court Services. A copy is sent to the mediator and the parties with instructions to contact the mediator within one week. Each party receives a copy of the other's Proposed Parenting Plan and the mediator is sent a copy of both. Portage County pays the mediators \$100.00 as well. It is anticipated that mediators will spend a total of three hours on your case. If the process is not completed and the parties both wish to continue you will need to pay the mediator directly a total of \$100.00 for each additional hour. If a party does not comply with the Order, the Director initiates a hearing with possible consequences including the adoption of the other party's Proposed Parenting Plan.

Mediators complete a Conclusion of Mediation Report and return it to the Director of Family Court Services. If successful, a written agreement is attached and is made an Order of the Court. Copies are mailed by the Director to each party and the Portage County Child Support Agency. If it is reported by the mediator that one party did not comply with the Order for Mediation, the Director initiates a hearing with possible consequences including the adoption of the other party's Proposed Parent Plan.

If an impasse is reached, the Conclusion of Mediator Report so states and the Director scheduled a Pre-Trial Conference with the parties to discuss the next procedural steps that need to be taken and to assign a Guardian ad Litem to represent the best interests of the child or children. Each party is required to pay a Guardian ad Litem deposit of \$500.00 to Clerk of Courts. Each party must pay a Family Law Information Center fee to Portage County Treasurer if not represented (\$75.00 by the moving party and \$25.00 by the non-moving party). The person seeking a change needs to pay a \$50.00 filing fee to Clerk of Courts and file motion papers, a petition for appointment of Guardian ad Litem and obtain a certificate of readiness from the Family Law Information Center.

It is the policy of the Director of Family Court Services to encourage successful mediation.

(Effective 01-01-2016)

INFORMATION SHEET FOR FAMILY COURT ASSISTANCE

PERSON REQUESTING RELIEF:

FULL NAME: _____ EMPLOYER: _____
ADDRESS: _____ POSITION: _____
PHONE: _____ PHONE: _____
DATE OF BIRTH: _____

OTHER PARTY (EX-SPOUSE/MOTHER/FATHER)

FULL NAME: _____ EMPLOYER: _____
ADDRESS: _____ POSITION: _____
PHONE: _____
DATE OF BIRTH: _____

CHILDREN INVOLVED (IF APPLICABLE)

FULL NAME: _____ FULL NAME: _____
CURRENTLY LIVING WITH: _____ CURRENTLY LIVING WITH: _____
ADDRESS: _____ ADDRESS: _____
DATE OF BIRTH: _____ DATE OF BIRTH: _____

CASE NUMBER: _____ PETITIONER: _____
FAMILY/DIVORCE/PATERNITY RESPONDENT:
(PLEASE CIRCLE ONE)

ALL INFORMATION REQUESTED IS REQUIRED IN ORDER TO RECEIVE ANY RELIEF OR ASSISTANCE FROM THE FAMILY COURT COMMISSIONER. YOU MUST ALSO DRAFT A SUMMARY STATING THE NATURE OF YOUR PROBLEM AND WHY YOU ARE REQUESTING RELIEF. PLEASE ATTACH YOUR SUMMARY TO THIS SHEET (OR USE THE BACK SIDE). A COPY OF THIS COMPLETED INFORMATION SHEET WILL BE PROVIDED TO THE OTHER PARTY.

JUDICIAL ETHIC RULES PROHIBIT THE FAMILY COURT COMMISSIONER FROM RECEIVING INFORMATION FROM ONE PARTY WITHOUT THE OTHER RECEIVING THE SAME INFORMATION OR FROM SPEAKING TO ONE PARTY WITHOUT THE OTHER PARTY BEING PRESENT.

*PLEASE ADVISE IF YOU HAVE ATTENDED MEDIATION REGARDING THE ISSUE FOR WHICH YOU ARE REQUESTING RELIEF. YES: NO

IF YES, WHEN: DAY MONTH YEAR.

**ALSO PLEASE ADVISE WHETHER EITHER PARTY HAS ENGAGED IN INTERSPOUSAL BATTERY AS DESCRIBED IN SECTION 940.20(IM) OR DOMESTIC ABUSE AS DEFINED IN SECTION 813.12(AM) OF THE WISCONSIN STATUTES.

YES: NO:

IF YES, EXPLAIN CIRCUMSTANCES, (WHO, WHAT & WHEN)

RETURN TO: JANET B. ROBERTS, FAMILY COURT COMMISSIONER

1516 CHURCH STREET

STEVENS POINT, WI 54481 PHONE: 715-346-1364

STATE OF WISCONSIN
IN CIRCUIT COURT FOR PORTAGE COUNTY
BRANCH
.....
IN RE THE

REQUEST FOR MEDIATION

Case No.: _____

PETITIONER,

-AND-

.....
RESPONDENT.

1. I am the ___ Petitioner ___ Respondent/Joint Petitioner in the case listed above.

2. The current addresses of the parties are:

PETITIONER:

RESPONDENT/JOINT PETITIONER

Name: _____

Name: _____

Street Address: _____

Street Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

3. I request that the parties to this action be referred to mediation by the County because there is an issue or dispute regarding (check all that apply):

___ Legal custody of the minor children

___ Primary physical placement of the minor children

___ Visitation with the minor children

___ Other: _____

4. Is there a restraining order in place involving any of the parties or the children?

___ Yes. If so, list the county where it was issued and the case number.

___ No.

5. Have the parties attended mediation before?

___ Yes. If so, when? _____

___ No.

Date: _____

Signature

Printed Name