



Early Settlement Mediation

CENTRAL OKLAHOMA PROGRAM

Welcome to the Early Settlement – Central Program Extern Program. The Early Settlement Program is committed to provide all citizens of Oklahoma with the highest quality services in dispute resolution. We sincerely hope you will find working with Early Settlement to be a rewarding experience.

Your externship will begin by completing a twenty (20) hour training in basic/civil mediation. A forty (40) hour training in family/divorce mediation will be available to students who extern in either the spring or fall semesters.

After mediation training you will continue your externship at our office located at the Cleveland County Courthouse, 201 S. Jones Ave. Norman OK 73069. The Early Settlement office is located on the west side of the courthouse in Rooms W225 and W226.

In addition to mediating, you may also complete hours by assisting in the office, observing various types of court proceedings, and evaluating mediation related articles. Special projects for the ES office may be assigned as needed.

During the semester externs are expected to complete a log of their hours for Early Settlement. The log and other necessary documents may be downloaded from the website: www.earlysettlement.net. Externs will also be expected to complete a questionnaire at the conclusion of each mediation either observed or conduct. Completing these questionnaires will encourage processing of the mediation in order to improve mediation skills.

We encourage externs to consistently log the hours necessary for the completion of their externship throughout the semester. Feel free to communicate any questions or concerns you have related to your externship. Once again, welcome to the Early Settlement – Central Program team!

With Regards,

Kathy King

Kathy King, Program Director