

Early Settlement Mediation Facts

Office Information

Cleveland County Courthouse
200 South Peters,
Norman OK 73069
Rooms 225 and 226, West
Phone: (405) 366-0640

Types of Mediations

- Small Claims
- Family
- Guardianship
- Permanency
- Real Estate
- Civil Cases

Ways to Earn Hours

- Mediation Training
- Conducting Mediations
- Court Observation
- Assisting in Office
- Approved Reading

Note: A majority of hours must be earned through mediations and training. Additional projects are allowed with approval from the Early Settlement Program Director.

General Information

Attire Expectations: Business Casual

Parking: Free parking is available on the west side of the courthouse across from the train tracks. (Corner of Garner and West Eufaula)

Arrival Time: Meet in Room 226 west at least 15 minutes prior to docket time.

Mediation Instructions

- Docket times will be sent out to all externs each Friday for the next week's small claims opportunities. Docket times marked with an 'X' indicate mediators are needed. Externs are asked to email their availability to esvolunteers@oscn.net
- Upon arrival to the office, externs will be given a nametag and folder with the appropriate forms for mediation.
- Mediators will proceed to the assigned courtroom. Mediators sit in the jury box awaiting instructions from the Judge.
- Mediators will direct parties participating in a mediation to an available location. **Early settlement conference room, 4th floor jury rooms, 3rd floor law library, and any approved empty courtrooms** may be used.
- At the conclusion of the mediation, return to the Early Settlement Office and fill out the termination form required for each mediation. Place (1) Consent Form/ Form 10 (2) Agreement (3) Termination Form (flipped outward) and stapled into the brown folder to the left of the computer.
- Record hours worked on the extern time sheet before leaving.

Certification Information

Once an extern has completed training they will observe a **minimum** of two mediations and be observed in at least one mediation by the Program Director or another designated certified mediator. When the mediator has been approved for certification, the Program Director will request certification from the Oklahoma Supreme Court.

Certification through Early Settlement may only be used when conducting mediations through the Early Settlement Program. This certification does not allow individuals to claim certification for purposes of mediating privately or in conjunction with any other program or agency unless the program is part of the Oklahoma Dispute Resolution System.