

****PLEASE READ****

Mediation Process Overview

The success of mediation and our ability to effectively guide you through the process is a collaborative effort. We ask for your cooperation following the procedures below to ensure your mediation is constructive and productive while enabling us to work effectively and efficiently on your behalf.

First session with children: This session will be dedicated to all aspects of co-parenting, time sharing, and establishing child-support which will result in a complete Parenting Plan. ***A completed child expense budget sheet is required for this session.*** This form was sent to you and is also available in our client portal.

Second/third session & budget sheets: Completed budget sheets are required for the first financial mediation session (***this is the second session if you have children, and the first session if you do not***). Fully completed worksheets and copies of all necessary documents for both parties must be returned to our office ***at least 3 business days prior*** to the first financial mediation session. These sheets were sent to you and are also available in our client portal. Documents received less than 3 days prior to a scheduled session may not give us adequate time to prepare your income/expense/marital property reports for the session.

Number of sessions: The number of sessions required to create your settlement depends on ***the number of issues to be discussed/resolved, the level of cooperation between parties and everyone having all the necessary information for each session***. Missing or incomplete information may result in additional sessions once the appropriate information has been provided. When properly prepared, most couples complete mediation in three sessions if they have children and two sessions if they don't.

Client portal: You have been provided with a password to access our client portal. Additional copies of forms you have been sent are available there in addition to outlines pertaining to children, parenting, finances & tax related matters that are part of divorce and the decisions couples must make. *****These materials contain information on issues that will be discussed in mediation and should be reviewed prior to your first session.*****

Submitting documents: Completed documents may be submitted by e-mail, USPS or dropping them off at our office. If you are e-mailing, ***all documents must be sent at the same time and photos taken with phones cannot be accepted***. If dropping documents at our office they can be inserted in the secure brown mailbox near our rear entry door. If using USPS, our address is 1055 Oaklawn Avenue, Cranston 02920.

Completing mediation: Once mediation has been completed, we will prepare your Memorandum of Understanding (final settlement) and your final financial reports, which will be needed to file your divorce in Family Court.

Contacting us: We make every effort to be available to our clients. If contacting us via e-mail, please direct all correspondence to Kevin (kevinjgrover@ridivorcemediationcenter.com) as Lori is unable to monitor her e-mail throughout the day and may delay a response.