



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

SHELDON W. ROTHSTEIN, ESQ

MEMORIAL MEDIATION/CONCILIATION PROGRAM

Court: _____

Plaintiff: _____ Defendant: _____

Docket Number: _____ Date: _____

Mediator: _____

I agree to keep confidential what is said during the mediation process. I will not subpoena or otherwise involve the mediator or records of the mediation in any court proceedings regarding this case. I agree that neither the Court nor any of its personnel or the mediator shall be liable to me for any act or omission in connection with the mediation conducted in this case. I voluntarily consent to submit this matter to mediation.

Agreement to Mediate Dispute:

Plaintiff's Initials: [____] Defendant's Initials: [____]

Agreement Reached: Yes: [____] No: [____]

Narrative: _____

(See reverse side for continuation of narrative).

1. Request Dismissal

2. Request Judgment

Settlement Amount \$

3. Request Judgment over Time

Amount \$ Arrangements

Acceptance of Settlement Agreement:

Plaintiff's Initials: [____] Defendant's Initials: [____]

Mediator's Signature Date

DEDHAM SMALL CLAIMS MEDIATION

CONSENT FORM

I have been informed of the process of mediation by our mediator

I agree to the following:

I am at mediation voluntarily and am willing to attempt to work out an agreement with the other party.

I understand that the mediator does not make decisions but acts as a neutral third party.

I understand that if we do not reach agreement, the plaintiff's court hearing may be held today depending on the court's schedule.

I understand that if we reach agreement, but do not carry out the terms of that agreement, this particular case cannot return to mediation.

I agree to keep confidential what is said during the mediation process.

I will not subpoena or otherwise involve the mediator or records of the mediation in any court proceedings regarding this case. I agree that neither the Court or any of its personnel or the mediator shall be liable to me for any act or omission in connection with the mediation conducted in this case.

Print Name Signature Date

Plaintiff

Defendant

Docket # (use reverse side for report of disposition)

DEDHAM SMALL CLAIMS MEDIATION

ATTORNEY CONSENT FORM

As attorney for

I have been informed of the process of mediation by the mediator:

I understand that the mediation is between my client and the other party. As an attorney I am available to assist my client with legal advice.

I allow my client to negotiate with the other party without my being present.

I understand that mediation sessions are confidential.

I agree that I will not subpoena or otherwise involve the mediator or records of the mediation in any court proceedings regarding this case.

Name Client Name

Date

Docket No.

DEDHAM SMALL CLAIMS MEDIATION

REPORT FORM

Docket #

Plaintiff

Defendant

Agreement Reached: Yes. (See reverse side for narrative).

No.

1. Request Dismissal

2. Request Judgment

Amount

3. Request Judgment Over Time

Amount Arrangements

4. Request Case Set Aside:

Compliance Date: Thursday, , 1991; 10 a.m.

Mediator Signature Date

Plaintiff Signature Defendant Signature

Mail To: Clerk of Court

Dedham District Court

631 High Street

Dedham, MA 02026

DEDHAM SMALL CLAIM MEDIATION

CLIENT EVALUATION FORM

1. How satisfied are you with the result of the mediation session you participated in? (Please circle one)

Very Very

Satisfied Satisfied Unsatisfied Unsatisfied

FOR EACH OF THE FOLLOWING STATEMENTS, PLEASE CIRCLE THE ANSWER WHICH SHOWS HOW YOU FEEL.

2. The mediator was impartial and gave both me and the other party an equal opportunity to explain our sides or the dispute during the mediation session.

Strongly Strongly

Agree Agree Disagree Disagree

3. The mediator kept the discussion directed at the main issues of the dispute during the mediation session.

Strongly Strongly

Agree Agree Disagree Disagree

4. The mediator was genuinely interested and encouraged us to reach an agreement in our dispute.

Strongly Strongly

Agree Agree Disagree Disagree

5. In your opinion, has the problem been resolved?

a. Yes, the problem is totally resolved.

b. The problem has only been partially resolved.

c. No, the problem still exists.

(see reverse side)

6. If you have future problems resulting in disputes of a similar nature, what would you do?

a. I would do nothing.

b. I would try to settle the dispute myself.

c. I would file a small claims complaint.

If I filed:

1. I would try mediation again.

2. I would prefer a court hearing.

7. Was the time set for mediation convenient for you?

Yes

No (if no, please explain)

8. Please use the space below for anything else you would like to add about your experience with mediation or the mediation project. We would appreciate any recommendations from you about what would have been helpful to you before, during or after your mediation session.

DEDHAM AREA MEDIATION PROGRAM
RESOLUTION AGREEMENT FOR NON-MONEY JUDGMENTS

On , the people whose signature appear below met with a panel of the Dedham District Court Mediation Program and with the assistance of the panel, reached the following agreement:

We have made and signed this nonlegal agreement because we believe it satisfactorily resolves the issues between us and supports the community's values.

(First Party) (Second Party)

Mediator:

Compliance Date: Thursday, , , 1992, 10 a.m.

AMERICAN CORPORATE COUNSEL ASSOCIATION
(NORTHEAST CHAPTER)

MEDIATION TRAINING PROGRAM

THIRTY (30) HOURS

Stephen Ottersten

Director of Mediation Training

Analog Devices, Inc.

Route One and University Avenue

Norwood, Massachusetts 02062-9106

Thursday, May 30, 1996 through Saturday, June 1, 1996

Continental Breakfast & Lunch Provided Thursday & Friday

Thursday

May 30, 1996

7:30 am-8:00 am Registration

8:00 am Welcome - Judge Maurice Richardson, Presiding Justice, Dedham District Court

8:15 am-10:00 am Mediation - Introduction & History

Instructor: Stephen Ottersten, Vice President & General Counsel

General Scanning, Inc.

10:00 am-1:00 pm Mediation Services in the Trial Courts of Massachusetts; Organization of the Trial Courts of Massachusetts, Small Claims Court, Trials and Appeals;

Rules of Evidence (What a Mediator Needs to Know);

Tort and Contract Settlement Experiences.

Instructors: Hon. Maurice Richardson

Presiding Justice, Dedham District Court

Kathleen McKeon, Esq.

Magistrate, Woburn District Court

Philip McCue, Esq.

First Assistant Magistrate, Dedham District Court

1:00 pm-4:00 pm Learning to Listen

Instructor: William A. Wise, Jr. Corporate Counsel

Analog Devices, Inc.

Friday

May 31, 1996

8:00 am-10:00 am The Basics of Negotiation

10:00 am-2:00 pm Negotiation Strategies

Instructor: Hon. James M. Sweeney,

Justice, Mass. Probate Court

James J. Marcellino, Esq.

McDermott, Will & Emery

Karen Sweeney, Esq.

Warner & Stackpole

May 31, 1996

2:00 pm-4:00 pm Mediation Basics and Beyond

Instructor: Stephen Ottersten, Esq.

Hon. Maurice Richardson

William A. Wise, Esq.

Lorna Falthzik, Co-ordinator Peer Mediation Program, Haverhill School System.

Bruce Menin, Executive Director National Consumer

Advocates Association.

Saturday

June 1, 1996

8:00 am-1:00 pm Mediation Case Studies & Role Plays, Dilemmas for the Mediator, Dealing with Diversity, Dealing with Parties with Hidden Agendas, Dealing with the Rude and Difficult Party.

Instructors: Stephen Ottersten, Esq.

Hon. Maurice Richardson

William A. Wise, Esq.

Lorna Falthzik

Bruce Menin

Supervised Mediations: Nine (9) hours at either the , Woburn and/or Dedham District Court. Must be completed by May 1, 1997.

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