	Department Name Division	Office of the Clerk
	Implementation Date	7/1/19
	Last Reviewed/Update Date	

ADR ATTORNEY EVENTS IN CM/ECF

Purpose

This procedure is an overview of the Alternative Dispute Resolution (ADR) events in Case Management/Electronic Court Filing (CM/ECF).

Scope

This procedure applies to mediators that are on the Court's Columbus Mediator Panel.

Prerequisites

To docket ADR events in CM/ECF you must have access to:

- CM/ECF version 6.2.2
 - Docketing rights
-

Responsibilities

Quality Data Group: If you are having issues with CM/ECF such as, not having the appropriate rights to docket or not having access to CM/ECF, you may contact Angela Gray (Data Quality Analyst) or Chris Williams (Data Quality Supervisor) for assistance.


Clerk's Office Staff: If you are having issues with finding or using the ADR events, you may contact your local Clerk's Office staff for assistance.

Procedure

ADR Events For Attorney Users


The following is a list of the ADR events that are available to attorneys along with a short description of when they should be used.

The ADR events are listed in the *Civil – Mediation Events* list.

 **Note:** Multiple events can be docketed at the same time, such as *Mediation Held* and *Notice Setting Mediation*.

Available Events (click to select an event)

Mediation Held
 Mediator's Notice of Changing Mediation Date
 Mediator's Notice of Withdrawal From Case
 Mediator's Report
 Notice (Re: Mediation)
 Notice Setting Mediation

EVENTS FOR ATTORNEY USERS	
Event	Description
Mediation Held	<p>This event should be used after a mediation has been held. During the process, the user will be prompted:</p> <ol style="list-style-type: none"> To enter the date of the mediation Select the outcome of the mediation: <ul style="list-style-type: none"> Case Settled Case at Impasse Continued in Progress Other <p>Selecting "Other" will prompt the user for a brief description of the outcome of the mediation.</p>
Mediator's Notice of Changing Mediation Date	<p>This event can be used to notify the parties that the mediation date has changed. During the docketing process the event will prompt the user for a new mediation date.</p> <p> Note: The date is text only and is not set as a deadline in CM/ECF.</p>

Continued on next page

Procedure, Continued

ADR Events For Attorney Users, (continued)

EVENTS FOR ATTORNEY USERS	
Event	Description
Mediator's Notice of Withdraw From Case	This event should be used by a mediator assigned to a case to give the Court notice that they are withdrawing from the case as the mediator.
Mediator's Report	This event should be used by the assigned mediator to file the report at the conclusion of the mediation. Only the case participants and the Court will be able to see this entry.
Notice (Re: Mediation)	This is a generic event to be used when no other ADR event would be proper. The attorney is prompt to upload a PDF and can add additional text if need be.
Notice Setting Mediation	<p>For attorney users this event is used to give notice to the parties the date, time and place of the mediation. The following questions are listed in the event:</p> <ul style="list-style-type: none"> • Mediator's Name • Enter Mediation Date • Enter Location of Mediation • Prompt for the mediator's name <p>A PDF is required and the attorney is not able to add or delete docket text.</p> <p>Sample docket text:</p> <p>Notice of Mediation Conference: Mediator Greg to conduct mediation in Greg's Law Firm.</p>

ADR Deadlines

The following is a list of available deadlines that can be set in CM/ECF for the ADR program.

Deadline	Description
Mediation: ADR Readiness Deadline	This deadline is set by the Court. This is the deadline that the parties should inform the Court if they are ready to participate in the mediation process.

Continued on next page

Procedure, Continued

ADR Deadlines, (continued)

Deadline	Description
Mediation Deadline	This deadline is set by the Court. This is the deadline that the mediation should be held by.

ADR Hearings

The following is a list of available hearings that can be scheduled in CM/ECF for the ADR program.

Hearing	Description
Mediation Hearing (ADR-Atty)	This hearing date can be docketed by the Mediator. This hearing date is set when the mediator has scheduled a date for mediation in a case.

Definitions

CM/ECF – Case Management/Electronic Case Filing