

ZOOM INSTRUCTIONS

In preparation of your mediation, please do the following:

PRIOR MEDIATION:

- If you have not used Zoom before, please go to zoom.us to utilize their support programs for learning to navigate the platform. Zoom has a very helpful website.
- Attorneys and clients should test well before the mediation to ensure audio and video is working.

DAY OF MEDIATION:

- Plan accordingly by being in a private area, minimizing background noises or disruptions as much as possible.
- Ensure that you are logged into your Zoom account.
- Click the meeting-link in the confirmation email at least 5 minutes prior to the start time.
- Upon entering the meeting, all attendees will be on mute. Please unmute by clicking the microphone in the lower left side of the screen.
- NOTE: The mediator requests that everyone appears with audio and video.

If you experience any problems, please be sure to contact my case manager, Lisa Fox, immediately at 720.740.0516.

DURING MEDIATION:

The following rooms will be utilized in the Zoom mediation:

- a Main Room for the initial appearance after joining the session from the waiting room
- a Petitioner/Plaintiff Room
- a Respondent/Defendant Room
- Conference Room 3
- Conference Room 4

Your mediator will be the host and be able to join all rooms and go back and forth between rooms. What you and your clients discuss or chat in either the Petitioner/Plaintiff or Respondent/Defendant room will *always* remain private.

If, for some reason, you get disconnected please return to the invite/confirmation email and rejoin.

Once a settlement is reached, all parties will be required to sign a settlement agreement via DocuSign.

Any video and/or audio recordings of the mediation are *strictly forbidden*.

Your patience and understanding is greatly appreciated. Looking forward to seeing you at the mediation.