



SUPERIOR COURT OF CALIFORNIA COUNTY OF HUMBOLDT

Office of the Family Law Facilitator
825 Fifth Street, Room 305
Eureka, California 95501
(707) 269-1210

TELEPHONIC MEDIATION PROCEDURE

Court-Ordered Telephonic Mediation

1. During your court hearing, ask the court to order that you may mediate by telephone. Be prepared to explain to the court why this is necessary.
2. If you did not request telephone mediation at the hearing setting the mediation date, you should contact the court and request a court order for telephone mediation. To make this request, contact the court secretaries by telephone (707-269-1204) or fax (707-445-7041) and provide a written request that explains why telephone mediation is necessary and your contact information.
3. Good cause for telephone mediation includes the following circumstances:
 - a. You reside or will be traveling more than 100 miles to the Humboldt County Courthouse, located at 825 Fifth Street, Eureka, CA.
 - b. You have a medical issue that restricts travel. (A doctor's note may be required).
 - c. There is a history of domestic violence. (You may be required to provide a sworn affidavit alleging domestic violence or have an active restraining order that protects you from the other parent.)
4. At hearing, court staff will provide you with a Mediation Information form and the Family Court Services Data Sheet ("Data Sheet") (CCV-8.4), with directions for returning the Data Sheet (CCV-8.4) to the court. Court staff will mail a copy of the Data Sheet (CCV-8.4) to a party not present in court. At least one week prior to the scheduled mediation appointment, you should submit the completed Data Sheet (CCV-8.4) to the court clerk's office. The Data Sheet (CCV-8.4) may be delivered in person or mailed to the clerk's office. Upon request, you may be permitted to fax the Data Sheet (CCV-8.4) to the Family Law Facilitator or Court Mediator.

5. At least three (3) days prior to the mediation appointment, you must contact the Family Law Facilitator (707-269-1210) or the Court Mediator (if pre-arranged) to confirm that you will mediate by phone. You must provide the phone number you will use during mediation.
6. Five (5) minutes before the mediation, you must call the Family Law Facilitator (707-269-1210), the assigned mediator (if pre-arranged) or the court secretaries (707-269-1204) to be connected to the Court Mediator.

Family Law Facilitator Authorized Telephonic Mediation

1. Litigants should obtain a court order permitting telephone mediation. If unforeseen circumstances arise after the hearing at which mediation is ordered, and there is insufficient time to obtain a court order for telephone mediation, the Family Law Facilitator may authorize telephonic mediation. You may contact the Family Law Facilitator at (707) 269-1210 to request telephone mediation. Such a request must be made at least three (3) days prior to the mediation appointment. You must show good cause for your request based on the factors set forth in item 3 above. If the Family Law Facilitator approves telephonic mediation, you must complete the Family Court Services Data Sheet (CCV-8.4) and return it to Family Court Mediation Services prior to the mediation. The Family Court Services Data Sheet (CCV-8.4) is available from Family Court Mediation staff and may also be downloaded from the court's local rules at humboldt.courts.ca.gov.
2. Five (5) minutes before the mediation, you must call the Family Law Facilitator (707-269-1210), the assigned mediator (if pre-arranged) or the court secretaries (707-269-1204) to be connected to the Court Mediator.