

CAUSE NO. _____ IN THE MATTER OF THE MARRIAGE OF _____ AND _____ AND IN THE INTEREST OF _____ MINOR CHILDREN	§ § § § § § § § § §	IN THE DISTRICT COURT _____ JUDICIAL DISTRICT COLLIN COUNTY, TEXAS
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The above referenced case is referred to mediation in accordance with the Texas Civil Practices and Remedies Code and/or the Texas Family Code. The **Collin County Alternative Dispute Resolution Program (CCAP)** is appointed to mediate in this case, and all counsel are ordered to contact CCAP to arrange the logistics of mediation within ten (10) days from the date of this Order. CCAP's email address and telephone number are as follows:

This mediation is a mandatory settlement conference, conducted with the assistance of the mediator. If an agreement is reached in mediation, a mediated settlement agreement is signed at the mediation. A mediated settlement agreement is binding on the written agreement of the parties. Mediation is private, confidential, and privileged, except as provided by applicable law. After mediation, the Court will be advised by the mediator, the parties, and counsel only that the case did or did not settle. The mediator shall not be a witness, and the mediator's records may not be subpoenaed or used as evidence. No subpoenas, citations, writs, or other process shall be served at or near the location of any mediation session on any person entering, leaving, or attending any mediation session. Each party and counsel shall be bound by any rules for mediation furnished by the mediator and shall complete and supply all information requested by the mediator.

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executive officer with authority to negotiate a settlement (if applicable). Counsel and parties are ORDERED to proceed in a good-faith effort to try to resolve this case and shall agree on a mediation date within the 10 days following the date of this Order. If no agreed date can be scheduled within the next 10 days, CCAP shall select a date for the mediation, and all counsel and parties are ORDERED to appear as directed by CCAP. Any date so scheduled by CCAP is incorporated in this Order as the date on which the mediation shall occur. Referral to mediation is not a substitute for trial, and the case will be tried if not settled.

IT IS FURTHER ORDERED that all the parties do the following:

1. **Safety Notification:** Notify CCAP via email at contact@collinadr.com at least 21 days before the date of mediation, or immediately upon entry of this Order if the mediation is scheduled less than 21 days from the date of this order, if there is any allegation, by either party, of domestic violence having been committed by either party, or any person attending the mediation, or if there is any reason the party believes his or her personal safety would be in jeopardy at mediation if mediation is conducted in person.
2. **Fees:** Pay the mediation fee assessed herein prior to, or concurrently with, the scheduling of the mediation which shall occur within ten (10) days from the date of this Order. IT IS ORDERED that, if a cause of action is brought under the Texas Family Code and if Exhibit A indicates a higher mediation level/fee for any party to the mediation, CCAP shall assess the fee indicated prior to, or on the date of, mediation and mediation shall not commence until said additional fee has been paid. IT IS SPECIFICALLY ORDERED that CCAP is under no obligation to schedule the mediation until the assessed fee is paid.
3. **Summary Inventory:** Complete the Summary Inventory, attached hereto as “**Exhibit A**”, and email the same to CCAP at contact@collinadr.com for all cases brought under the Texas Family Code within seven (7) days from the date of this Order. Each party is ORDERED to complete a separate “**Exhibit A**”. IT IS ORDERED that CCAP is under no obligation to schedule the mediation until the attached “**Exhibit A**” is received by CCAP. IT IS ORDERED that, if the case being submitted to mediation at CCAP is a divorce action, and the parties' Summary Inventories indicate different mediation levels because of disputed valuations of one or more assets, the higher valuation shall control the mediation level for both parties.

MEDIATION LEVELS

The following levels have been approved through the Commissioner's Court. As such, please do not modify. IT IS ORDERED that the term "net value of the estate/resources of the parties" in all cases (whether divorce, modification, SAPCR only, etc.) shall be defined for each party by figuring the total value of that party's assets (whether community, separate, or mixed character) minus that party's liabilities (whether community, separate, or mixed character.)

☐ **Level 1.** Indigent (Check One or Both)

☐ Petitioner, _____, has been judicially determined by this court to be indigent. Mediation will be conducted at no charge to this individual.

☐ Respondent, _____, has been judicially determined by this court to be indigent. Mediation will be conducted at no charge to this individual.

☐ **Level 2.** The net value of the estate/resources of the parties is less than \$250,000.00. (Check One)

☐ The cost of mediation is \$150.00 per party

☐ The \$300.00 mediation fee shall be taxed to Petitioner who is ORDERED to pay the entire \$300.00 mediation fee to CCAP no later than ten days prior to the mediation.

☐ The \$300.00 mediation fee shall be taxed to Respondent who is ORDERED to pay the entire \$300.00 mediation fee to CCAP no later than ten days prior to the mediation.

☐ **Level 3.** The net value of the estate/ resources of the parties is between \$250,000 and \$750,000. (Check One)

☐ The cost of mediation is \$900.00 per party

☐ The \$1,800.00 mediation fee shall be taxed to Petitioner who is ORDERED to pay the entire \$1,800.00 mediation fee to CCAP no later than ten days prior to the mediation.

☐ The \$1,800.00 mediation fee shall be taxed to Respondent who is ORDERED to pay the entire \$1,800.00 mediation fee to CCAP no later than ten days prior to the mediation.

☐ **Level 4.** The net value of the estate/resources of the parties is more than \$750,000. (An Exhibit A is not required for a Level 4 or higher) (Check One)

☐ The cost of mediation is \$1,500.00 per party

☐ The \$3,000.00 mediation fee shall be taxed to Petitioner who is ORDERED to pay the entire \$3,000.00 mediation fee to CCAP no later than ten days prior to the mediation.

☐ The \$3,000.00 mediation fee shall be taxed to Respondent who is ORDERED to pay the entire \$3,000.00 mediation fee to CCAP no later than ten days prior to the mediation.

SIGNED on _____.

JUDGE PRESIDING

CERTIFICATION OF NET VALUE OF ESTATES/RESOURCES

Certification of Net value of the Estate/Resources or Amount in Controversy of the parties:

I hereby certify to the best of my knowledge that the below level correctly reflects the net value of the estate/resources for myself (if self-represented) or my client:

- _____ LEVEL 1: My client is indigent
- _____ LEVEL 2: Less than \$250,000.00
- _____ LEVEL 3: \$250,000.000 to \$750,000.00
- _____ LEVEL 4: Greater than \$750,000.00

Signed on _____.

Petitioner or Attorney for Petitioner

Certification of Net value of the Estate/Resources or Amount in Controversy of the parties:

I hereby certify to the best of my knowledge that the below level correctly reflects the net value of the estate/resources for myself (if self-represented) or my client:

- _____ LEVEL 1: My client is indigent
- _____ LEVEL 2: Less than \$250,000.00
- _____ LEVEL 3: \$250,000.000 to \$750,000.00
- _____ LEVEL 4: Greater than \$750,000.00

Signed on _____.

Respondent or Attorney for Respondent

Please copy and attach Certification of Net Value for each additional party as needed.