

## **Dr. Reanna Waugh PhD**

Mediator  
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### **General guidelines to make mediation more efficient:**

**These guidelines may or may not apply to your situation.  
I reserve the right to make modifications as necessary.**

- 1. Pricing - \$800 for 4 hours – can be shared 50/50 (\$400 each) or one side can pay 100%.  
If we go longer than 4 hours then my fee is \$75 per party (\$150/hour) payable at the time of the mediation.  
No personal checks - but attorney checks or a money order are ok. I prefer cash. Or the fee can be paid via credit/debit card on my website.**
- 2. Deposit – A deposit of at least \$100 (or \$50 per party) needs to be paid 3 days before the mediation date. Payment can be made via my website with a credit/debit card.**
- 3. Before mediation begins, both parties must sign the Agreement to Mediate paperwork and the mediation fee must be paid.**
- 4. Cancellation Policy - Due to the high number of last minute cancellations or no shows, I have a cancellation fee. If you cancel within 3 days of your mediation date, the fee is \$100 (which is \$50 deposit that has already been paid).  
If you reach an agreement or no longer plan to attend mediation, please let me know as soon as possible.**
- 5. Mediation begins promptly at the appointment time. Please arrive on time. If you are running late, please call me on my cell phone or text me.**
- 5. I do not provide babysitting services. Please arrange to have child care for your children.**
- 6. Please do not bring any friends or relatives with you to mediation without prior approval by the mediator and all attorneys. Spouses are usually allowed – fiancés are not allowed. Do not have anyone contact the mediator to advocate on your behalf.**
- 7. If you do not speak English, you need to bring someone to interpret to the mediation.**
- 8. Length of Mediation - Please anticipate remaining at mediation for 6-8 hours.  
Do not pick a date where you need to leave at a certain time.  
  
FYI: My longest ½ day mediation lasted 13 hours, so please plan accordingly. If we are making progress and everyone agrees to stay, I prefer to keep working toward resolution. Payment of the additional hours is expected at the time mediation services are rendered.**
- 9. What to bring to mediation - If you think you might need something, bring it with you and leave it in your vehicle.**

If you do not bring the necessary information to address all mediation issues then I will be forced to stop the mediation & re-set it for a second session. Of course, both parties will incur another \$400 mediation fee for the second mediation session.

Suggested items to bring to mediation are:

- a. All paperwork to determine income – such as at least 3 recent pay stubs & tax returns for the past 3 years.
- b. All paperwork concerning community assets such as bank accounts, current house note, down payment, equity, current appraisals of assets, current loan value, value of retirement plan at marriage and now, vehicle titles, deeds to all real estate, car value, etc.
- c. All paperwork concerning the community liabilities - such as credit card number and balance due at time of separation and now. Bring copies of all credit card statements for the past 2-3 years.
- d. All paperwork concerning separate property assets and liabilities.  
If separate property is alleged, proof is required.
- e. All insurance paperwork – health, life, vehicle, homeowners, etc.
- f. Photos, emails, texts, recordings, etc.
- g. Bring all log-in names & passwords for any accounts you have in case it is necessary to access the information via the internet.
- h. Laptop or I-pad if it contains potential information that might be needed at mediation.
- i. Proof of all potential allegations that might be made at the mediation.
- j. Drug test results.
- k. If discovery was issued, all paperwork in your possession.
- l. Copies of all pleadings filed with the court.
- m. If real estate is involved, bring appraisal or other info to determine current value.
- n. Anything that you think might be useful.

10. If custody is an issue, be prepared to discuss why you should have custody and why the other parent should not have custody. (Be specific & concise – with examples.)

Be prepared to discuss possible ideas on how to co-parent with the other parent.

11. Bring a written list of all of your concerns, issues and/or problems to the mediation. Please do not bring up a new topic in the 3<sup>rd</sup> hour of the mediation. If something is a “concern” I need to know about it at the beginning of the mediation.

If you don't bring it up at the beginning of the mediation, then I will assume it is NOT important to you.

12. If children are involved in your case, bring a photo of the children to mediation.

13. If you take any medications, please bring them (such as high blood pressure medication, asthma medication, diabetic supplies, extra oxygen tanks, etc.) to the mediation since you do not know how long you will be at my office.

14. You must remain in the room that you are assigned to unless you are going to use the restroom.

15. No snooping - If I discover you attempting to listen to the other party's private conversation, text the other side during the mediation, or to record the mediation, I will immediately terminate the mediation and no money will be refunded. You are expected to behave in a respectful, professional and courteous manner at all times.

16. Food & beverages - Please feel free to bring your favorite snack, candy, gum or soft drinks. If you smoke, bring plenty of cigarettes. Remember you could be at mediation for up to 8 hours so plan accordingly.

- 17. What to wear - Wear comfortable clothing. Bring a sweater or light jacket, if you get cold easily.**
- 18. Impasse - The parties and their legal counsel agree to stay at mediation until the mediator declares an impasse and gives everyone permission to leave. If an impasse is declared, I only notify the Court that you attended the mediation, but no details of the mediation is submitted to the Court.  
If you leave before an impasse is declared by me, I will report this to the Judge.**
- 19. If an agreement is reached, the agreement is prepared and everyone signs what has been agreed upon.**
- 20. Partial or Temporary Mediated Settlement Agreements - Sometimes parties agree to do a Partial Mediated Settlement Agreement and to take the unresolved issues to the judge to decide.  
I have also done Temporary Mediated Settlement Agreements where the parties agree to return to me for a final session before their trial date.**
- 21. Attorneys -- If you have a legal document (such as a Final Decree), bring it on a stick drive in case we need to modify it. I am willing to work with the attorneys to have all necessary paperwork**