

Name: _____

Case File No. _____

U. S. DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI

REQUEST FOR MEDIATION

The request for mediation must be filed in writing within 15 days of receipt of the notice of the end of the counseling period. You must participate in mediation before you may request a hearing on your claim(s). If you do not pursue mediation, you will be precluded from further processing your claim(s).

The period of mediation shall run for 30 days from the date the Request for Mediation is received. The mediation period may be shorter if the process is concluded earlier. An employee must attend at least one mediation session.

If the matter has not been resolved at the end of the 30-day period of mediation, the EDR Coordinator will notify the employee and other related parties of the end of the mediation period.

A person submitting a request for mediation will not suffer retaliation.

Name: _____

Case File No. _____

REQUEST FOR MEDIATION

NAME OF PERSON REQUESTING MEDIATION: _____

HOME ADDRESS: _____

Home Phone : _____ Work Phone: _____ Cell Phone: _____

State the claims to be presented to the mediator. Claims not presented for mediation may not be pursued further. (Use attachment if necessary).

Request for mediation submitted by:

Signature

Date

REQUEST FOR MEDIATION WAS RECEIVED BY EDR COORDINATOR ON THE _____ day of _____, 20____.

Signature of EDR Coordinator

Name: _____

Case File No. _____

DISPOSITION OF REQUEST FOR MEDIATION

1. Mediation was performed by: _____

2. Dates of Mediation: _____

3. Describe any action taken by the Mediator or EDR Coordinator as a result of mediation:

4. Has the individual who requested mediation been informed of his/her rights and responsibilities under the EEO/EDR Plan of the Southern District of Mississippi?

yes no

EDR Coordinator's signature

Date

5. Please indicate whether or not you are satisfied with the outcome of mediation.

yes no

6. My signature below acknowledges that I understand that the mediation period is concluded and that if I am not satisfied with the outcome of the mediation, I may pursue the claim by submitting an official Complaint in accordance with §9 of Chapter X of the court's EEO/EDR Plan. The Complaint must be filed within 15 days after receipt of this notice and must be made in writing using the EEO/EDR Complaint form (*EDR Form 4*).

Failure to file a Complaint will preclude further processing of this claim.

Signature of individual requesting mediation

Date