



The Human Element...

# The Elledge Group, Inc.

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## ODR MEDIATION SCHEDULING PROCEDURE AND AVAILABILITY

Thank you for your request to schedule a court-ordered ODR mediation with Trish Elledge, President of Elledge Group Mediation and independent contractor for ODR. **Please read and follow these instructions closely, then send the required information to [ElledgeODR18th@gmail.com](mailto:ElledgeODR18th@gmail.com).** For your convenience, my current availability for ODR cases is shown at the following link (press ctrl while you click to activate link):

<https://www.google.com/calendar/embed?src=2t9j4dgg4b2725qt7rn78u8k14%40group.calendar.google.com&ctz=America/Denver>

**STEP #1:** County: \_\_\_\_\_ Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Initial Contact Name (if different from below): \_\_\_\_\_ Email: \_\_\_\_\_

Petitioner/Plaintiff: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Pet/Ptf Attorney: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Respondent/Defendant: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Rsp/Dft Attorney: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**STEP #2:** ISSUES TO BE ADDRESSED: \_\_\_\_\_

(If Applicable to Case) NUMBER OF CHILDREN \_\_\_\_\_ AGES: \_\_\_\_\_

**STEP #3:** Provide a **minimum of three different mutually agreed upon** dates/times that are at least five days out from the date they are submitted. Mondays and occasional Weds. are at Douglas courthouse, other days are held at Arapahoe courthouse. Mediations can be scheduled at either location regardless of the county. Start times both places are: 8:15, 11:15, 2:15. **Dates are first-come-first-served.**

### IMPORTANT INFORMATION:

- **FEES:** ODR mediation fees are set by the Chief Justice. Advance deposits are required for all cases. Please read your confirmation letter closely. Mastercard, Visa, Paypal are accepted.  
Domestic Relations = \$120/party for initial deposit  
District Civil = \$225/party for initial deposit  
County Civil = \$100/party for initial deposit  
Small Claims = \$60/party for initial deposit  
Fee Reduction Approval = \$20 co-pay for initial deposit. Proof of approval AND co-pay must be submitted in advance. Fee reduction applications through clerk of court or [coloradoodr.org](http://coloradoodr.org).
- **YOUR COURT ORDER TO MEDIATE:** Please understand that I do not mediate the setting process. We are now required by the 18<sup>th</sup> district court to submit a status compliance report to the court, which includes a reporting category of why an ordered mediation did not take place. Noncompliance could result in sanctions by the court.
- **QUICK AND SIMPLE:** If all of the above steps are timely and closely followed by both sides and counsel, scheduling can be as simple as 1-2-3!

*Thank You!*