

## PREPARING FOR MEDIATION IN YOUR SMALL CLAIMS CASE

- **What to expect on your court date.** Your case has been scheduled for a settlement conference. When you come to court on the date and time listed on the *Notice, Claim, and Summons to Appear for Trial*, you will be asked to participate in mediation with the other party, or parties, in your case. A mediator provided by the court will be present on your court date to sit down and talk with you and the other party or parties. If you reach an agreement with the other party in mediation, you will present your agreement to the Judge and your agreement will become a court order that same day.
- **What is mediation?** Mediation is a process where a neutral third party (the mediator) helps you and the other party or parties involved in your case talk about the issues and try to come to an agreement. The mediator cannot give you legal advice about your case and cannot decide what your agreement should be. Mediation is a chance for you and the other party or parties involved in your case to come up with your own solution. You are not required to come to an agreement; however, you must make a good faith effort to resolve your case. Your discussions in mediation are confidential and cannot be used at trial. The mediator cannot be called as a witness if the case does not settle.
- **Defendants should have an Answer and filing fee ready.** If you are the Defendant and you want to participate in this small claims case, you need to have your answer and filing fee ready to file no later than the date listed on the *Notice, Claim, and Summons to Appear for Trial*, and prior to the time set for your case. Defendants can file an answer by completing the second page of the Defendant's copy of the *Notice, Claim, and Summons to Appear for Trial*.
- **Bring any documents important to your case with you.** If you have documents or other exhibits that you need in order to discuss a possible agreement or that you intend to produce at trial (e.g. receipts, bills, estimates for repairs, etc.), bring them with you on your court date. You must bring copies for yourself, the judge and the defendant(s).
- **For more information on preparing for your small claims case, please see:** the Boulder County Courts webpage at [www.courts.state.co.us](http://www.courts.state.co.us) → Courts by County → Boulder → Small Claims (right-hand side of the page) or attend our Small Claims Clinic presented every 1st and 3rd Tuesday of every month.
- **Questions?** Contact a Self-Represented Litigant Coordinator at the Boulder Court Self Help Center at (303) 441-4741 or at [BoulderCourtSelfHelp@judicial.state.co.us](mailto:BoulderCourtSelfHelp@judicial.state.co.us).