IN THE SUPERIOR COURT OF COLUMBIA COUNTY
STATE OF GEORGIA

_____, **Plaintiff,** **v.** _____, **Defendant.**	**Civil Action File No.:** _____

<u>ORDER REFERRING CASE TO THE CJC ADR PROGRAM</u>

IT IS HEREBY ORDERED that all parties in the above-styled action are directed to undergo

___**Mediation** or ___**Non-Binding Arbitration** within _____**DAYS** from the date of the filing of this Order with a registered neutral (mediator) who is on the approved roster with the CJC ADR Program.. All cases referred shall be conducted in accordance with the rules for the Columbia Judicial Circuit (CJC) ADR Program, and shall be screened by the program prior to scheduling a session.

The following requirements are imposed:

a) **<u>Selection of Neutral</u>.** Upon completion of the screening process, parties are directed to choose a neutral from the CJC ADR Program roster. A copy of the roster may be obtained by contacting the Case Manager for the assigned Judge. Should the parties fail to agree upon a neutral, notify the ADR Office and one will be assigned.

b) **<u>Scheduling</u>**. A neutral should be selected within 30 calendar days of Order of Referral for Mediation. Once a neutral is selected and agreed to by all parties, the parties are required to notify the ADR Office in writing of their selection, prior to scheduling. Parties shall contact the neutral directly to schedule the session.

c) **<u>Costs</u>**. Parties are required to share the cost of the session equally or as agreed to between the parties and the neutral. Parties shall pay the neutral at the conclusion of the session according to the neutral's hourly fee schedule listed on the roster. **Parties in need of a fee waiver or fee reduction may apply by contacting Case Manager for the assigned Judge. Said request must be made within 10 days of the order of referral and must include a financial affidavit in the format prescribed by the CJC ADR Program.**

d) **<u>Appearance</u>.** In-person attendance is required unless a party is a non-resident, incapacitated, or excused by the referring judge. **Virtual attendance is available upon the consent of all parties AND approval from the referring judge**. If insurance is involved, an insurance company representative with full authority to settle up to the policy limits without further consultation, shall attend the session in person.

e) **Sanctions.** Sanctions may be imposed due to a party's failure to appear, failure to give 24 hours-notice of a cancellation or rescheduling; and in domestic cases, failure to bring a current, notarized financial affidavit.

f) **Cancellations**. Written notification must be submitted to the ADR Office if the session is canceled or resolved prior to the session.

g) **Conclusion**. At the conclusion of the session, the ADR Office will notify the Court of the outcome. Parties must contact the referring judge's office to schedule a final hearing/trial if applicable.

All discussions, representations, and statements made at the session shall be privileged consistent with Georgia Law. Parties and counsel are directed to negotiate in good faith to resolve all issues in this case. The neutral has no authority to compel settlement and does not give legal advice.

Compliance with this order does not require parties reach a settlement. Any settlement is entirely voluntary. In the absence of settlement, parties lose none of their rights to a final hearing or jury trial.

SO ORDERED, this _____day of _____, 20____.

_____

Honorable_____

Superior Court, Columbia Judicial Circuit

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing _____ was served upon the following persons as set forth below:

COLUMBIA JUDICIAL CIRCUIT ADR PROGRAM 640 Ronald Reagan Drive Evans, GA 30809 <u>Email</u>**:** **Jolly – jollyadr@columbiacountyga.gov** **Fleming – flemingadr@columbiacountyga.gov** **Blanchard – gblanchardadr@columbiacountyga.gov**	☐ **Served by Email (PeachCourt)**
Name: _____ **Address (Line 1)**: _____ **Address (Line 2)**: _____ **Email**: _____	☐ **Served by U.S. Postal Service** ☐ **Served by Email (PeachCourt)** ☐ **Personal Service**
Name: _____ **Address (Line 1)**: _____ **Address (Line 2)**: _____ **Email**: _____	☐ **Served by U.S. Postal Service** ☐ **Served by Email (PeachCourt)** ☐ **Personal Service**
Name: _____ **Address (Line 1)**: _____ **Address (Line 2)**: _____ **Email**: _____	☐ **Served by U.S. Postal Service** ☐ **Served by Email (PeachCourt)** ☐ **Personal Service**
Name: _____ **Address (Line 1)**: _____ **Address (Line 2)**: _____ **Email**: _____	☐ **Served by U.S. Postal Service** ☐ **Served by Email (PeachCourt)** ☐ **Personal Service**

This _____ day of _____, _____.

_____

Name: _____