



## HARRIS COUNTY DOMESTIC RELATIONS OFFICE

1310 Prairie, Houston, Texas 77002

**Legal Enforcement Division**, Suite 700  
Phone: 713-755-6757, Fax: 713-755-8856

**Family Court Services Division**, Suite 620  
Phone: 713-755-5706, Fax: 713-755-7150

**Alternative Dispute Resolution Division**, Suite 780  
Phone: 713-755-2900, Fax: 713-755-2904

**Community Supervision Unit**, Suite 600  
Phone: 713-755-5210, Fax: 713-755-4448

**DAVID W. SIMPSON, J.D.**  
Executive Director  
Board Certified Family Law

[www.dro.hctx.net](http://www.dro.hctx.net)

Dear Counselor:

Re: Family Mediation in Cause No. \_\_\_\_\_

Welcome to the Domestic Relations Office (DRO) Family Mediation Program - a free service funded by Harris County. All mediations are governed by an Order or Agreement for Mediation and TCPRC Sec. 154.001, et seq. Enclosed are: (a) Summary of Mediation Issues; (b) Letter to Mediation Participant; (c) Mediation Advisement Form; (d) Mediation Screening Form; and (e) Agreement for Mediation.

DRO mediations are child focused and are intended to facilitate communication between the parties and enhance their ability to resolve future child issues without litigation. *To that end, mediations involving conservatorship and access will begin in a joint session format.* Only parties and their attorney may be present at the mediation.

**Due to a high demand for services, mediation dates are limited. Please ensure every participant is available on the date selected. A party or attorney who cancels mediation without 48 hours notice or fails to timely appear will be assessed \$75.00 non-refundable fee before their case can be rescheduled for mediation. Reset dates are available 30 days after the original mediation date, and each case is limited to one (1) reset date only. If your case settles, please advise the Mediation Coordinator at 713-755-7525 to allow scheduling of other pending cases.**

Attorneys, including amicus attorneys appointed on behalf of children, must attend the entire mediation session. If an attorney or party fails to appear within 30 minutes of the start time or leaves the mediation session for more than 30 minutes, the mediator may declare an impasse and report same to the Court. The disposition of all scheduled mediations will be reported to the Court, including resets, cancellations and nonappearances.

By signing below, you agree to the above conditions and affirm that the above case is appropriate for mediation. **Please complete and fax this letter, Agreement for Mediation, Mediation Screening Form, Summary of Mediation Issues and your client's signed mediation advisement form to our Intake Coordinator at 713-755-4355 within 5 business days.** We anticipate that your experience with the Family Mediation Program will be positive and productive.

-Domestic Relations Office

encl.

\_\_\_\_\_  
Attorney acknowledgement

\_\_\_\_\_  
Date

**FAX COMPLETE THIS FORM AND FAX BACK UPON RECEIPT TO 713-755-4355.**

**The Harris County Domestic Relations Office  
Family Dispute Resolution**

**Summary of Mediation Issues**

Cause No: \_\_\_\_\_  
Case Name: \_\_\_\_\_

Check the issue(s) below that are to be mediated:

**A. Children:**

- 1. Conservatorship
- 2. Possession/Access
- 3. Child Support - Both parties must bring documents verifying current income from all sources (current paycheck stubs; last year's W-2; self-employed persons must bring last 2 years income tax returns).
- 4. Medical Support - Both parties must bring documents verifying the monthly premium amount attributable to insuring the child(ren) only.

**B. Property:**

- real estate                       vehicles                       spousal support
- personal property               non-business related debt

1. Bring an inventory listing all assets to be divided and its value.
2. Bring a list of debts with balances owed and monthly payment amounts. This information is necessary to discuss assets and liabilities.

**C. List all other issues to be mediated at this session:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. List proposed resolutions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ◆ Bring sufficient copies of the items listed above for all parties and the mediator.
- ◆ Bring a copy of the underlying temporary or final order and your most recent pleading.

**PLEASE COMPLETE THIS FORM AND FAX TO 713-755-4355.**



## HARRIS COUNTY DOMESTIC RELATIONS OFFICE

1310 Prairie, Houston, Texas 77002

**Legal Enforcement Division**, Suite 700  
Phone: 713-755-6757, Fax: 713-755-8856

**Family Court Services Division**, Suite 620  
Phone: 713-755-5706, Fax: 713-755-7150

**Alternative Dispute Resolution Division**, Suite 780  
Phone: 713-755-2900, Fax: 713-755-2904

**Community Supervision Unit**, Suite 600  
Phone: 713-755-5210, Fax: 713-755-4448

**DAVID W. SIMPSON, J.D.**  
Executive Director  
Board Certified Family Law

[www.dro.hctx.net](http://www.dro.hctx.net)

Dear Mediation Participant:

Re: Introduction to Family Mediation

Welcome to the Domestic Relations Office (DRO) Family Mediation Program - a free service funded by Harris County.

Mediation is a forum in which an impartial person, the mediator, facilitates communication between parties to promote settlement or understanding of issues affecting children. The parties (parents) are in the best position to make important decisions that are in the best interests of their children. DRO mediation focuses on your children and their needs.

The DRO mediator is specially trained to assist you with resolving issues affecting your children. Because the mediator is neutral, he/she cannot give legal advice to you. For that reason, if you are represented by counsel, your attorney must attend the mediation session.

Only the parties and their respective attorneys will participate in the mediation session. **Support persons or children may not attend. Firearms and other weapons are not allowed in the building or in the mediation facilities. Weapons must be secured outside the building.**

Before beginning the mediation, you will participate in an orientation which will familiarize you with the mediation process. Mediation attempts to resolve or narrow issues surrounding the care and support of children. If the mediation results in an agreement, the mediator will draft a binding Mediated Settlement Agreement for the parties' signature. The Court must approve those terms before the agreement is final.

**The mediation will take place at 1310 Prairie, 7<sup>th</sup> floor, Suite 780, Houston, Texas. (713) 755-5706. Be prepared to mediate the full day, as late as 5:00 p.m.**

Complete the attached mediation advisement form and return it to your attorney within 5 days. We anticipate that your experience with the Family Mediation Program will be positive and productive.

- Domestic Relations Office

**HARRIS COUNTY DOMESTIC RELATIONS OFFICE**

**Family Dispute Resolution**

**Mediation Advisement Form**

CAUSE NO.: \_\_\_\_\_

MOTHER: \_\_\_\_\_

FATHER: \_\_\_\_\_

CHILD(REN): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that mediation is to take place by agreement of the parties, or as ordered by the Court in the above cause. I agree to participate in good faith in the mediation and adhere to the guidelines set forth by the mediator. I understand that the purpose of mediation is for the parties to participate in making decisions affecting the best interests of the above children.

I have been informed and understand that communications made during mediation are confidential. However, if a serious threat to do bodily injury to a person, or allegations of child abuse are made during the course of the mediation, the mediator will end the mediation session and inform the appropriate authorities and the person against whom the threat was made.

I agree not to bring anyone to the mediation. I understand that only the parties to the suit and their attorneys will be included in the mediation session. I understand that the mediation will not proceed unless these conditions are met.

**I understand that if a party or attorney cancels mediation without 48 hours notice or fails to timely appear causing cancellation, the party or attorney will be assessed \$75.00 non-refundable fee before their case can be rescheduled for mediation. I agree if my case settles, I will immediately advise the Mediation Coordinator at 713-755-7525 to allow scheduling of other pending cases.**

I understand that a Mediated Settlement Agreement may be drafted by the mediator at the conclusion of the mediation session.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Party

**FAX COMPLETE THIS FORM AND FAX BACK UPON RECEIPT TO 713-755-4355.**



CAUSE NO. \_\_\_\_\_

IN THE INTEREST OF

IN THE \_\_\_\_TH DISTRICT COURT

\_\_\_\_\_

A MINOR CHILD

OF HARRIS COUNTY, TEXAS

**AGREEMENT FOR MEDIATION**

This case is referred to mediation by an agreement of the parties. Accordingly, it is AGREED as follows:

1. The Harris County Domestic Relations Office is designated to mediate this case. The attorneys and parties agree to mediate in good faith.
2. In all respects the mediation shall be governed by and conducted in accordance with this Agreement and TCPR Section 154.001, et seq.
3. The mediation shall begin at 9:30 a.m. on the designated day, at the Harris County Domestic Relations Office, 1310 Prairie, Suite 780, Houston, Texas 77002, and shall continue until completed, which could extend through 5:00 p.m. **A party or attorney who cancels a mediation without 48 hours notice or fails to timely appear causing cancellation will be assessed a \$75.00 non-refundable fee before their case can be rescheduled for mediation. Reset dates are available 30 days after the original mediation date, and each case is limited to one (1) reset date only.**
4. All mediation sessions shall be private, confidential, and privileged from discovery. The Mediator shall not be required to disclose any information revealed as a result of this mediation, unless authorized by the parties or as otherwise required by law.
5. No pleadings, subpoenas, citations, writs or other process shall be served at or near the location of the mediation upon any person entering, leaving or attending the mediation.
6. The parties acknowledge that the mediator shall be serving as a neutral intermediary only and will not act as an attorney or advocate for any party.
7. The issues to be mediated shall be limited to conservatorship, possession/access, child support and child-related property matters.
8. Only the mediator has the discretion to terminate the mediation at any time if he/she believes that an impasse has been reached, or that the mediation should not be continued for any other reason.
9. Upon completion of the mediation, the mediator will advise the court in writing when the process was completed and whether a settlement, in whole or in part, resulted.

AGREED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTORNEY FOR \_\_\_\_\_

\_\_\_\_\_  
ATTORNEY FOR \_\_\_\_\_