

Instructions for filing a Mediation Certification in the Western District of New York:

The Mediator shall prepare a Mediation Certification within seven calendar days after the close of each mediation session in accordance with Section 5.12 (B) of the Court's ADR Plan.

The Mediator shall report: when the mediation session was held; or that a settlement was reached in advance of the initial session; or that the mediation session was adjourned.

Where a mediation session was held, the mediator shall report the outcome (settled/not settled/partially settled) and whether mediation will continue (follow-up sessions have been scheduled).

1. Download a copy of the Mediation Certification pdf form from the Court's ADR website.
2. Prepare the Mediation Certification pdf form.
3. Send the Mediation Certification to the ADR Program at:
adrprogram@nywd.uscourts.gov for filing.
4. You will receive an email notification once the Mediation Certification has been filed.

If you have any questions regarding the Mediation Certification filing process, please contact
ADR Administrator, Amanda Williams at
(716) 551-1511 or Amanda_Williams@nywd.uscourts.gov