

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

All Mediators who mediate cases pending this District are required to 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 utilize the Mediation Certification form located on the Court's ADR Website at: <https://www.nywd.uscourts.gov/alternative-dispute-resolution> . Failure to utilize the correct form will result in an e-filing notification from the Clerk's Office, instructing the Mediator to re-submit the Mediation Certification using the correct form.

The Mediator shall report the following: the date 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). If no follow-up session has been formally scheduled (i.e., there is no date for a future session), the Mediator shall indicate that the matter has not settled, and that mediation is complete.

The Mediator may also choose to provide additional commentary on the potential for continuing sessions and/or other general information in the comments section of the Mediation Certification.

Once the Mediation Certification is complete, the Mediator shall print a pdf copy of the form (red lines around required fields will be removed) and proceed to file the Mediation Certification through the Mediation Certification Event located under the Civil Tab in CM/ECF.

Mediators who do not have CM/ECF accounts should send their completed Mediation Certification forms to [adrprogram@nywd.uscourts.gov](mailto:adrprogram@nywd.uscourts.gov) for filing.

For questions regarding the Mediation Certification form and/or filing process, please contact:

ADR Administrator, Amanda Williams by phone at (716) 551-1511 or by email at [Amanda\\_Williams@nywd.uscourts.gov](mailto:Amanda_Williams@nywd.uscourts.gov)