

All right, I'm Convinced...

How Do I Schedule A Mediation Session?



It's as easy as visiting our offices. Come to the Police-Courts Building, Suite 108 with a \$5.00 processing charge (cash or money order payable to Tulsa County Court Clerk) and be prepared to give the following information:

1. Your name, address, email address, and telephone numbers (work and home.)
2. The name, address, email address and telephone numbers of the person, or company, against whom you are filing the complaint.
3. The nature of your dispute, and the amount of money, if any, involved.

A mediator will be assigned to your case, a time will be scheduled for the session, and the person or organization with whom you're having the dispute will be notified of the complaint by mail as to the date, time, and place of meeting. You will receive a courtesy copy of the hearing notice. All that remains is for you and the other party to attend the mediation session prepared to work out a lasting solution to the dispute. Although you may choose to attend with counsel, you are not required to have an attorney. Witnesses are not present during the mediation session.

TO THE COMMUNITY:

For some, disputes are a part of everyday life and the resolution of those disputes may create a series of even more difficult problems, some of which may involve time and expense.

Since April, 1982 – EARLY SETTLEMENT has provided taxpayers the opportunity to resolve disputes without the burden of excessive delay and expense. The service is a fair and efficient way to resolve disputes. History has shown that mediation does work to the satisfaction of the majority of persons availing themselves of the service.

We encourage your participation in this program.

With best wishes,

**BOARD OF COUNTY
COMMISSIONERS**

For more information or to schedule a mediation session, contact:

EARLY SETTLEMENT

600 Civic Center, Suite 108
Tulsa, OK 74103
Phone 918.596.7786
Fax 918.596.7873



Early Settlement

Mediation Program



A service of
TULSA COUNTY

ABOUT THE EARLY SETTLEMENT PROGRAM

Since 1982, Early Settlement has offered individuals the opportunity to voluntarily resolve disputes before getting involved in costly, and often lengthy, legal proceedings. In short, the Early Settlement program provides a confidential, but formal, out-of-court mediation service to help you settle your dispute. In over 75 percent of the cases handled by Early Settlement, both parties reach a lasting, mutually acceptable resolution.

EARLY SETTLEMENT is governed under the regulations and guidelines of the Oklahoma Dispute Resolution Act.

HOW DOES MEDIATION WORK?

The administrative staff of EARLY SETTLEMENT will assign a neutral third party to mediate your dispute. This mediator is professionally trained in mediation and certified through the Supreme Court and will listen to you and the person (or a representative of the organization) against whom you have filed a complaint, to understand how both of you would like to resolve the problem. A mutually acceptable solution is then worked out by you and the other party. The mediator is there only to assist you in communicating with each other and will not make decisions for you. Attorneys are not required to participate, but are a welcome addition to the settlement process.



HOW CAN EARLY SETTLEMENT BENEFIT YOU?

EARLY SETTLEMENT is fast. Mediation sessions can generally be held within two weeks after you file your complaint. And, every effort is made to schedule sessions at your convenience. Further, most sessions take only about an hour or less of your time.

EARLY SETTLEMENT is fair. Your mediator is a neutral, third party whose sole desire is to assist you and the person with whom you are having a dispute, in effectively communicating and reaching a lasting agreement. Because the court-sponsored mediator has no interest in the outcome, conflicts of interest are avoided.

EARLY SETTLEMENT is available at a low cost. The State of Oklahoma assesses a \$5.00 fee in accordance with Oklahoma law.

EARLY SETTLEMENT would like to be of assistance to you, if you have a dispute in any of the following areas:

- **Consumer/Merchant disputes, such as:**
 - Payment for goods or services
 - Defective goods or services rendered
- **Real Estate disputes, such as:**
 - Misrepresentation
 - Breach of Contract
 - Earnest Money
- **Landlord/Tenant disputes, such as:**
 - Maintenance problems
 - Deposits
 - Termination of Tenancy
- **Civil disputes, such as:**
 - Employment
 - Discrimination
 - Breach of Contract
- **IDEA (Individuals with Disabilities Education Act) Issues**
 - Individualized Education Plans (IEPs)
 - Parent/Schools
- **Larceny Related disputes, such as:**
 - Theft
 - Vandalism
 - Bad Checks
- **Neighborhood disputes, such as:**
 - Loud noises
 - Harassment
 - Trespassing
 - Nuisance

Other complaints may be suitable for mediation depending upon the circumstances.

THE EARLY SETTLEMENT PROGRAM IS ENDORSED BY:

The Board of County Commissioners
The Mayor
Municipal Court and District Court Judges
The Tulsa City Attorney
The Tulsa City Prosecutor
The Tulsa Police Department
The District Attorney
The Tulsa County Bar Association
The Human Rights Department
The Tulsa Housing Authority
The Legal Services of Eastern Oklahoma, Inc.
The Supreme Court of Oklahoma