

# Remote Mediation Checklist

Online with links at: [www.courts.state.hi.us/cadr](http://www.courts.state.hi.us/cadr)

## Preparations

### What You Need

- ✓ Computer, OR Tablet, OR Smart phone (or any phone, even a landline if video is not required)
- ✓ Zoom meeting ID, OR Phone Number
- ✓ Meeting Passcode (if one was provided)
- ✓ The Zoom App if you are not calling in or logging on through a browser.
- ✓ Internet OR telephone access
- ✓ Phone numbers in case you need help during mediation.
- ✓ A quiet, private, well-lit location without distractions

### Decide how you will join Zoom

- On a device (computer, tablet, smart phone)
- Using any desktop browser and going to the Zoom website.
- Use your phone and call the number provided to you in your notice (if allowed by your mediator).
- If using the Zoom App on your device, download it here: <https://www.zoom.us/support/download>



### Getting Started on Windows and Mac

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

### Put Yourself at Ease

Get familiar with Zoom so you are comfortable.

Quick Start: How to Sign Up for Your Own Zoom Account: <https://zoom.us/signup>

How to Join a Zoom Meeting Video Tutorial (1:08):

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Join a Test Meeting and see how it works: <https://zoom.us/test>

Zoom Help Center: <https://support.zoom.us/hc/en-us>

**TIP:**

KEEP THE MEDIATOR'S AND/OR THE APPELLATE MEDIATION PROGRAM ADMINISTRATOR'S NAME AND PHONE NUMBER HANDY SO YOU CAN CONTACT THEM AT ANY TIME OR IF YOU GET DISCONNECTED.

### Statements and Materials

Email the mediator the statement of interest and any other documents that help them understand your position and interests.

Tell the mediator who will be attending and the AMP administrator will provide instructions on how to join the hearing.

### Interpreters and Accommodations

If you need an interpreter or other accommodation for your mediation, you must let the AMP administrator or your mediator know two weeks in advance so proper arrangements can be made.

During the mediation, if you are having trouble hearing or using the software, let the mediator know as soon as possible.

## On the Date of Your Mediation

### 30 Minutes Before Your Scheduled Start Time

Get comfortably situated.  
Make sure your equipment is in order.  
Make sure apps/and or internet access is in order.

### 10 Minutes Before Start Time

Open the app and prepare to log in, OR  
Prepare to call the number provided in your notice.

### What should I expect during the mediation?

1. When you join, you will enter a “waiting room”. Only counsel and parties to your case will be in the waiting room. You will not be able to see each other or talk.
2. The mediator will bring you into the meeting room and make sure you can hear and talk. They will go over ground rules.
3. Pictures or names of each person in the mediation will show on your screen.
4. Your mediation is live and everyone can hear what you say.
5. The mediator will follow an agenda or the mediation process. You will be instructed during mediation.

## Tips for Success



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Make sure you have good Internet connection.



Mute your microphone when you're not talking.

Use earbuds or headphones, if you can. This frees up your hands, and improves sound quality.

...and make sure you set aside plenty of time for your mediation.

### **Important!**

You may be connecting from home, but it is still a mediation. Pay attention and follow all rules. Confidentiality is critical, so make sure you are in a private, quiet location.

Absolutely NO recording is allowed during mediation.

**Mediation. It Works!**

