

Mediation Summary Guidelines

The Mediation Statement should be a brief, **one page**, succinct document with no exhibits or attachments. It should contain the following:

1. **Case information:** Must include information such as case name, case number and date and time of the mediation.
2. **Party(ies) claim(s):** A concise statement of party's position.
3. **Uncontested facts:** A statement of all uncontested facts, including all admissions of fact.
4. **Contested facts:** A statement of the contested issues of fact and law.
5. **Damages:** An itemized statement of specific damages.
6. **Case Evaluation results:** The case evaluation award amount.
7. **Status settlement discussions:** The current settlement posture of the case, including outstanding offers.
8. **Options:** Recommendation for a negotiated settlement.
9. **Signature** of counsel must appear on the mediation summary.
10. **Filing:** Must be received by the Oakland Mediation Center, at 550 Hulet Dr. Ste 102 Bloomfield Hills, MI 48302, no later than 5 days prior to the mediation date.