

Agricultural and RD Mediation checklist

_____ (1) **Make sure that the producer, agency representative, and you have signed the 'agreement to mediate' form before beginning the mediation.**

_____ (2) **Do Introductions. Verify names and addresses. Determine each person's role in the case. Make sure that each party is OK with additional attendees.**

_____ (3) **Define mediation.**

_____ (4) **Conduct the mediation in accordance with normal procedures.**

_____ (5) **At the conclusion of the mediation, fill out the Ag mediation results page for signature by Producer, Ag Agency representative, and Mediator. If this is an RD mediation, you will need to mail separate Results pages to the RD person in St. Louis and the applicant. They will each sign a copy and mail back to you. Keep the originals and mail copies to parties. The two-signed copies, joined, constitute a signed agreement.**

_____ (6) **If mediation has resulted in an impasse, check Impasse on the Mediation Report and be sure to give a copy to both parties, stressing that an Impasse has occurred..**

_____ (7) **Make at least four copies of the mediation results page; one for each party, one for Florida Agricultural Mediation Service, and one for your records.**

_____ (8) **Use results page to fill out the mediation report for Florida Agricultural Mediation Service. This is required in order to get paid. If mediation resulted in an Impasse be sure to give a copy of the report to the Producer, as they may need it to pursue their appeal. Also, immediately (that means today) mail a letter to both parties, stating that an Impasse has occurred and date the letter. Send it certified, return receipt requested. Include the cost of the mailing in your invoice.**

_____ (9) **Make a copy of the results page and the mediation report for your file.**

_____ 10) **Send the Mediation Report, Mediation Result Form and Invoice to the Program Manager at:**

Attn: Bruce Delaney

Florida Agricultural Mediation Service

PO Box 110210, Room 1038

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