

**INSTRUCTIONS FOR FILING REQUEST FOR  
POST-DECREE/POST-JUDGMENT MEDIATION:  
NO PENDING CUSTODY/PARENTING TIME ACTION  
BEFORE THE COURT**

YOU MAY REQUEST CHILD CUSTODY AND PARENTING TIME MEDIATION THROUGH THE CONCILIATION COURT USING THIS PROCESS IF YOU HAVE A SUPERIOR COURT CASE, THERE IS NO PENDING CUSTODY/PARENTING TIME ACTION BEFORE THE COURT AND ONE NUMBER OR MORE OF THE FOLLOWING CATEGORIES APPLY:

1. There is a dispute between you and the other parent regarding custody or parenting time and both parents have agreed in writing in the most recent parenting plan or by stipulation or were ordered to seek mediation as a method of resolving disputes prior to petitioning the Court for a hearing, and one of the parents is not willing to voluntarily agree to attend mediation at the Conciliation Court.

AND/OR

2. There is an order adjudicating paternity, but no custody or parenting time orders in a paternity action;

AND/OR

3. It has been more than 1 year since the most recently Court-ordered parenting plan or child custody and parenting time orders, and there is a significant change in a parent or children's circumstances which would warrant a change in the existing orders, and one of the parents is not willing to voluntarily agree to attend mediation.

**If you believe you meet the requirements above, complete the request for Post-Decree/Post-Judgment Mediation. You will need to file the Request with the Clerk of the Superior Court and provide a copy to the assigned Judge.**

**When the Clerk gives you a stamped copy of the Request, you will then need to serve it on the other parent in your court case. You may serve by personal service through a process server, certified mail, return receipt, or by a signed acceptance of service by the other party. Proof of service must be filed with the Clerk of the Superior Court. (If you need more information on how to serve a party go to the self-service center located in the Law Library on the 2<sup>nd</sup> floor of the Court House and see the packet entitled "Service on the Other Party.")**

**The other parent will have a chance to respond to your Request within 20 days after service. When a response has been filed or 5 days after a response is due, which ever occurs first, you must file with the Clerk a completed Request for Order Granting or Denying Mediation. Send a copy of the request for order along with a blank Order Regarding Request for Post-Decree/Post-Judgment Mediation to the assigned Judge. After receiving this form, the assigned judge will review your request and any response from the other parent and will decide if your request should be granted. If the Request is granted, the matter will be set for mediation through the Conciliation Court. As with any court ordered mediation, the Conciliation Court may review the case for appropriateness.**