

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS, WESTERN DIVISION**

**MEDIATOR CERTIFICATION OF SESSION**

(TO BE COMPLETED AT THE END OF EACH MEDIATION SESSION)

Mediator Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

The undersigned mediator, appointed pursuant to order entered on the \_\_\_\_ day of \_\_\_\_\_, 2003, reports to the Court as follows:

- A. A mediation session was scheduled for and held on \_\_\_\_\_.
- B. A settlement of this matter  
 has been reached  
 has been reached *in part*  
 has *not* been reached
- C. [*If a settlement has not been reached and the mediation is ongoing*]  
The mediation has been continued for another session to be held on \_\_\_\_\_.
- D. [*If a settlement was reached*]  
The party designated to prepare the settlement agreement and stipulation to dismiss is \_\_\_\_\_; to be submitted to the court by \_\_\_\_\_.  
[date]

**IF THIS IS THE FINAL MEDIATION SESSION IN THIS CASE, PLEASE CONTINUE:**

Date mediation began: \_\_\_\_\_ Date ended: \_\_\_\_\_ Number of Sessions: \_\_\_\_\_

Hours in mediation: \_\_\_\_\_ Hours of Preparation: \_\_\_\_\_

How many from each category attended?

\_\_\_\_\_ Lawyers  
\_\_\_\_\_ Clients  
\_\_\_\_\_ Non-parties ( please list, e.g., witnesses, spouse) \_\_\_\_\_

Which of the following were used to conduct or assist in the mediation process?

- In-person meetings \_\_\_\_\_ %  
 Telephone \_\_\_\_\_ %  
 E-mail or internet \_\_\_\_\_ %

Signature of Mediator: \_\_\_\_\_ Dated: \_\_\_\_\_