

# Court Ordered Mediation

## P-3107

The **Request for Court Ordered Mediation** (FA-4134) is used to ask the Family Court Commissioner to order you and the other party to attend mediation when you disagree on legal custody or physical placement of a child.

Court Related Offices		
<p style="text-align: center;"><b>Court Self-Help Center</b>  <b>Courthouse, Room C-108</b>  <b>262-548-7524</b>  <a href="http://courtsselfhelp.waukeshacounty.gov">http://courtsselfhelp.waukeshacounty.gov</a></p> <p><b>Open:</b> Mon 8:30 am - 12 pm  Wed 12 pm - 4 pm  Fri 8:30 am - 4 pm  Tues &amp; Thurs by Appointment only</p>	<p style="text-align: center;"><b>Child Support Agency</b>  <b>Administration Building,</b>  <b>Room 348</b>  <b>262-548-7420</b></p> <p><b>Open:</b> Mon-Fri 8 am - 4:30 pm</p>	<p style="text-align: center;"><b>Clerk of Courts</b>  <b>Family Court Office</b>  <b>Courthouse, Room C-112</b>  <b>262-548-7544</b></p> <p><b>Open:</b> Mon-Fri 8 am - 4:30 pm</p>
<p><b>Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188</b></p>		
<p><b>Notary Public Services</b> are available at no charge in the Family Court Office and  <b>Copies</b> can be made in the Court Self-Help Center for <b>\$.15</b> per page</p>		

### Procedural Checklist

1.  Complete the **Request for Court Ordered Mediation** (FA-4134).
2.  If a domestic abuse or harassment restraining order or injunction is in effect, attach a copy.
3.  Go to the Court Self-Help Center during regular business hours (see above) or call to make an appointment to have your form reviewed for completeness
4.  Make three (3) copies.
5.  If a restraining order or injunction **does not** exist between you and the other party:
  - o Mail a copy to the other party
  - o Complete the **Affidavit of Mailing (FA-4121)**
  - o File the original **Request for Court Ordered Mediation** and **Affidavit of Mailing** with the court.

6.  If a restraining order/injunction **does exist** and the Restraining Order is against you:
  - o Write a letter to the court requesting that they send a copy to the other party
  - o File the original **Request for Court Ordered Mediation** and the letter with the court.
7.  Shortly after receiving the form, the court will review it, and if appropriate, will order mediation.
8.  If ordered, you will receive an **Order for Mediation** and you may receive other instructions as necessary. Follow those instructions; however, if a restraining order or injunction is in effect and you fear your actions may violate the order, contact the court for possible alternate instructions.
9.  Go to your scheduled mediation.
10.  If mediation
  - o **is successful**: the Mediator will draft your agreement to be filed and signed by the court.
  - o **is not successful**: you may go to the Court Self-Help Center for other options.