

Superior Court of Contra Costa County

ADR Program

Mediation Worksheet

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1. List the details, dates, and events in your dispute. Next to each item note documents and/or persons involved.
  
2. List your interests or needs in this dispute, including financial and emotional etc. (Do you want an apology?)
  
3. List the interests or needs of the other people involved. (If you apologized, would it help?)
  
4. List areas where you agree, or are close to agreement.
  
5. List all possible ideas you have that might satisfy all sides (consider ideas that do not involve money, be creative).
  
6. Why is it important for you to resolve this dispute? What will you gain? What will you avoid?
  
7. Why is it important for the other people involved to resolve this dispute? What will they gain? What will they avoid?
  
8. List the consequences of not resolving the dispute at mediation (legal costs, loss of time from work and family, emotional stress etc.).

Bring your lists to the mediation and refer to them as you negotiate.