

INSTRUCTIONS FOR UTILIZING REQUEST AND ORDER FOR MEDIATION FORM

(These instructions were developed by FMC to assist requestor in preparing above-referenced form and moving it through the appropriate channels in a timely manner.)

It takes approximately one month to get an appointment after leaving form on 3rd floor for signature. If you have a court date within this period of time, please wait and ask for mediation in Court.

Read instructions in their entirety before completing form:

1. The form must be completed in its entirety. The Plaintiff and Defendant will be the same as all your original court documents. **Complete** and **correct** addresses on both parties are **mandatory**. The date and signature line for the judge are the only items that need to be left **blank**.
2. Once form is completed, take it to the third floor of the Family Courts. Place the form in the department's box.
 - a. If you want to pick up the signed document, place a post-it on the form asking the department to call you. When you pick up the signed form, take it to the kiosk on the first floor where you will electronically file the document. A file-stamped copy will be emailed to you.
3. Once you receive the electronic copy, bring the copy to the Family Mediation Center (FMC) and complete a data sheet so that an appointment can be set. ***NOTE: It is your responsibility to mail a copy (certified mail) of the filed document to the opposing party.***
4. If you are unable to bring a copy to FMC, please call us at (702) 455-4186 and let us know that the document has been filed. We

can print a copy and schedule an appointment.

ORDER

**DISTRICT COURT
FAMILY DIVISION
CLARK COUNTY, NEVADA**

)	
Plaintiff)	
)	
-vs-)	
)	
)	Case No. _____
Defendant)	
)	Department _____

FMC REQUEST AND ORDER FOR MEDIATION – NRS 3.475

In accordance with NRS 3.475, all individuals **filing an answer** to a complaint/motion for contested, child-related divorce or post-divorce child-related issues are mandated to attend mediation toward the resolution of custody/access issues. Upon the filing of this order, the plaintiff and defendant shall attend mediation through the FMC court-connected program. The Family Mediation Center will contact both parties using the information provided below. If this information is incorrect, the Court will be informed. **The party completing this form must make sure the other party is served and that the Family Mediation Center has received a file-stamped copy.**

If either party needs an interpreter, please list language: _____

PLAINTIFF INFORMATION:

Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Best time for appt? AM <input type="checkbox"/> PM <input type="checkbox"/> _____
Attorney's Name: _____	Phone Number: _____

DEFENDANT INFORMATION:

Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Best time for appt? AM <input type="checkbox"/> PM <input type="checkbox"/> _____
Attorney's Name: _____	Phone Number: _____

CHILD(REN) INFORMATION [First & Last Name and Date of Birth (DOB)]:

Name: _____	DOB: _____	Name: _____	DOB: _____
Name: _____	DOB: _____	Name: _____	DOB: _____

_____ Signature of Individual Completing this form	_____ Attorney Signature (if Applicable)
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Court Use Only

Ordered and dated this ____ day of _____, 20__.

District Judge