

ZOOM INSTRUCTIONS

In preparation of your mediation, please do the following:

Plan accordingly by being in a private area, minimizing background noises and disruptions as much as possible.

The mediator requests that everyone appears **with** audio and video. If you have not used Zoom before, please go to zoom.us to utilize Zoom's support programs for learning to navigate the program. Zoom has a very helpful website.

Attorneys and Clients should test well before joining the meeting to ensure audio and video is working. Please plan on joining promptly at the scheduled time. The following rooms will be utilized in the Zoom mediation:

- a Main Room for the initial appearance after joining the session from the waiting room
- a Petitioner/Plaintiff Room
- a Respondent/Defendant Room
- an Attorney's Room
- and a Vacant Room

Your mediator will be host and able to join all rooms and go back and forth between rooms. What you and your clients discuss or chat in either the Petitioner/Plaintiff or Respondent/Defendant room will be private.

If for some reason you get disconnected, please go back to the invite/email and rejoin (note all chat history will be lost). At the end we will reconvene in the Main Room all together and a recording will be made at that time if an agreement is reached. No other recordings will occur absent the prior consent of all participants.

Your patience and understanding are greatly appreciated. If you have questions or problems, please email me at jim@millerdisputeresolution.com or call me at (c)303.882.6804.

Looking forward to seeing you at the mediation.