



NASSAU COUNTY BAR ASSOCIATION

T: 516.747.4070
F: 516.747.4147

15th & West Streets
Mineola, NY 11501

info@nassaubar.org
www.nassaubar.org

GUIDE TO COMMENCING A MEDIATION BEFORE THE NASSAU COUNTY BAR ASSOCIATION MEDIATION AND ARBITRATION PANELS

- If you are already a party to an agreement that provides for mediation of disputes:
 - complete the “Mediation Submission” form
 - submit to the Administrator of the Panel at the Bar Association a copy of the case complaint, answer or arbitration demand
 - provide a copy of the agreement to mediate
 - submit the payment of the fees, as provided in the Mediation Rules

- If you are not a party to an agreement that provides for mediation of disputes:
 - complete the “Agreement to Mediate” form and sign it
 - submit the completed Agreement to Mediate form *including the signature of the respondent(s)* (the other party or parties to the case)
 - submit the payment of the fees, as provided in the Mediation Rules