



# MEDIATION WORKS INCORPORATED

## MWI Onsite Family Mediation Program

### **Address**

Edward W. Brooke Courthouse  
Suffolk Probate and Family Court Department  
24 New Chardon Street, 3rd Floor  
Boston, MA 02114

### **First Justice**

Hon. John M. Smoot

### **Associate Justices**

Hon. E. Chouteau Merrill (Circuit)  
Hon. Elaine M. Moriarty  
Hon. Jeremy A. Stahlin

### **Judicial Case Manager**

Daniel J. Gibson

### **Assistant Judicial Case Managers**

Kathleen A. Kavey  
Sharon L. Blocker  
Maria Rizzo-Laface  
Katherine Potter  
Patrick Yoyo

### **Day and time onsite**

Each Thursday and Friday from 9:55 AM – 12:00 PM or 1:30 PM if mediating.

### **Parking**

Metered street parking is available and garage parking is available.

### **Pre Mediation Procedure**

Arrive at court by 9:55 AM.  
Meet your co-mediator (and observer) at the top of the escalator located on the second floor.  
Proceed to the 4<sup>th</sup> floor and introduce yourselves to each Assistant Judicial Case Manager and let them know that you are ready for a case.

### **Screening / Mediation**

Judges will send parties to mandatory screening. The Assistant Judicial Case Manager will provide you with the case folder and a referral sheet. Meet the parties outside the courtroom and bring them to a mediation room. Start the meeting by conducting a mediation screening session with the parties. If they choose to mediate, have them sign the Agreement to Participate form and then provide mediation services. If a party is going to present a paper to the court (like a financial statement) the other party must see it in mediation; please facilitate this.



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## **Post Screening / Post Mediation**

Make photocopies of every form used, including the referral form. One copy is for each party, one copy is for MWI and all originals stay in the file. If you have a name badge on, photocopies can be made by walking through Judge Stahlin's courtroom and then taking a right, walk down the hall to the photo copy machine.

Return the parties to the courtroom they came from and hand the file to the Assistant Judicial Case Manager.

At the end of the day complete the screening / mediation summary and submit copies of all paperwork to MWI and contact Josh to update him about the day.

## **Additional Information**

### **Map of the Court**

Probation is located on the 3<sup>rd</sup> floor in Room 800 – Go here for extra copies of divorce agreements  
Registry is located on the 3<sup>rd</sup> floor – Here Clerks can notarize 1A and 1B's, if parties have identification  
Department of Revenue (DOR) is located on the 3<sup>rd</sup> floor in Room 880  
Courtrooms – The Probate and Family Court has courtrooms located on the 4<sup>th</sup> floor

### **Notarizing**

All 1A's must be notarized. Some Judges require 1B's to be notarized. Judge Stahlin does not require 1B's to be notarized. Parties can access a notary on the 3<sup>rd</sup> floor in the Registry. Identification is required.

### **What to bring to Court**

#### Forms

- Agreement to Participate in Mediation
- Agreement forms with the line, "For Judgment on Complaint For \_\_\_\_\_ filed on \_\_\_\_\_."
- Screening and Mediation Summary
- Acknowledgement and Denials of Parentage
- Stipulations forms
- Financial Statement for Judges - explanation sheet
- Financial Statement - Short Form on pink paper in English
  - Schedule A for Self Employment
  - Schedule B for Rental Income
- Financial Statement - Short Form on pink paper in Spanish
- 1A – Fill in the blank Separation Agreement
- 1B – Fill in the blank Separation Agreement
- Child Support Guidelines on yellow paper
  - Child Support Chart
- Shared Parenting Guidelines

#### Supplies

- |              |                           |
|--------------|---------------------------|
| • Pen        | • Tissues                 |
| • Pencils    | • Highlighter             |
| • Calculator | • Yellow Post-It note pad |