

Superior Court of California, County of San Mateo Multi Option Adr Project

HALL OF JUSTICE AND RECORDS 400 COUNTY CENTER REDWOOD CITY, CALIFORNIA 94063

ADR Stipulation and Evaluation Instructions

In accordance with *Local Rule 2.3(i)(3)*, all parties going to ADR must complete a Stipulation and Order to ADR and file it with the Clerk of the Superior Court. The Office of the Clerk is located at:

Clerk of the Superior Court, Civil Division Attention: Case Management Conference Clerk Superior Court of California, County of San Mateo 400 County Center Redwood City, CA 94063-1655

There is no filing fee for filing the stipulation. An incomplete stipulation will be returned to the parties by the Clerk's Office. All stipulations must include the following:

Original signatures for all attorneys (and/or parties in pro per);
The name of the neutral;
Date of the ADR session; and
Service List (Counsel need not serve the stipulation on parties).

Parties mutually agree on a neutral and schedule ADR sessions directly with the neutral. If parties would like a copy of the court's Civil ADR Program Panelist List and information sheets on individual panelists, they may visit the court's website at www.sanmateocourt.org/adr.

If Filing the Stipulation Prior to an Initial Case Management Conference

To stipulate to ADR prior to the initial case management conference, parties must file a completed stipulation at least 10 days before the scheduled case management conference. The clerk will send notice of a new case management conference date approximately 90 days from the current date to allow time for the ADR process to be completed.

If Filing Stipulation Following a Case Management Conference

When parties come to an agreement at a case management conference to utilize ADR, they have 21 days from the date of the case management conference to file a Stipulation and Order to ADR with the court [Local Rule 2.3(i)(3)].

Post-ADR Session Evaluations

Local Rule 2.3(i)(5) requires submission of post-ADR session evaluations within 10 days of completion of the ADR process. Evaluations are to be filled out by both attorneys and clients. A copy of the Evaluation By Attorneys and Client Evaluation are attached to the Civil ADR Program Panelist List or can be downloaded from the court's web site.

Non-Binding Judicial Arbitration

Names and dates are not needed for stipulations to judicial arbitration. The Judicial Arbitration Administrator will send a list of names to parties once a stipulation has been submitted.

For further information regarding San Mateo Superior Court's Civil ADR and Judicial Arbitration Programs, visit the Court's website at www.sanmateocourt.org/adr or contact the ADR offices at (650) 261-5075 or (650) 261-5076.

Attorney or Party without Attorney (Name, Addistate Bar membership number):	Court Use Only		
SUPERIOR COURT OF CALIFORNIA, COUNTY	OF SAN MATEO		
Hall of Justice and Records			
400 County Center			
Redwood City, CA 94063-1655 (650) 463-7122			
Plaintiff(s):		Case number:	
Defendant(s):		Current CMC Date:	
STIPULATION AND ORDER TO APPROPRIATE DISPUTE RESOLUTION			
Plaintiff will file this stipulation with the Clerk's Office 10 days prior to or 3 weeks following the first Case Management Conference unless directed otherwise by the Court and ADR Director [Local Rule $2.3(i)(3)$]. Please attach a Service List.			
The parties hereby stipulate that all claims in thi ☐ Voluntary Mediation ☐ Neutral Evaluation	nitted to (select one): Arbitration (private) nt Conference (private)		
☐ Non-Binding Judicial Arbitration CCP 1			
		•	
Case Type:			
Neutral's name and telephone number:	Date of session:		
(Required for continuance of CMC except for non-bited Identify by name the parties to attend ADR session:			
Original Signatures			
	Ong	mai Signatures	
Type or print name of □Party without attorney □Attorney for □Plaintiff/Petitioner □Defendant/Respondent/Contestant	Attorney or Part	(Signature) Attorney or Party without attorney	
Type or print name of □Party without attorney □Attorney for □Plaintiff/Petitioner □Defendant/Respondent/Contestant Attorne		(Signature) y without attorney	
Type or print name of □Party without attorney □Attorney for □Plaintiff/Petitioner □Defendant/Respondent/Contestant	Attorney or Part	(Signature) y without attorney	
Type or print name of □Party without attorney □Attorney for □Plaintiff/Petitioner □Defendant/Respondent/Contestant	Attorney or Part	(Signature) y without attorney	
IT IS SO ORDERED:			
Date:	Judge of the Superior	or Court of San Mateo County	