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| MT FAMILY TRANSITION PROJECT | | |
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| Case Checklist for Legal Advisors | | |

# Before & During Mediation

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|  | Upon receipt of new case email from Katy, confirm that you are taking the case and that you do not have a conflict of interest with either party | |
|  | Schedule and perform advice session(s) with your assigned party. If they don’t have specific legal questions, it is always helpful to: | |
|  |  | talk to them about how best to prepare for a facilitative mediation |
|  |  | help them create a list of assets and liabilities (if they are doing property division) |
|  |  | myth bust commonly held perceptions about family law, especially parenting time |
|  | If it isn’t a pre-filing case, look up the case in the [Public Access Portal](https://courts.mt.gov/Courts/portals) to identify any filings you would like to see. Check with mediator to see if they have already requested case filings from the Clerk of Court. If not, request them yourself and share with the mediator. | |
|  | If needed, and only in cases where the court has set a mediation deadline, but the parties were not specifically ordered to our program, help your party file an extension request with the court. Templates can be found at courts.mt.gov/mediation. Once request is filed, email a copy to Katy, the mediator, the other legal advisor, and the CS consultant. | |
|  | Reach out to the mediator, the other party’s legal advisor, the child support consultant, and Katy with any updates, questions, or concerns about the case. We are all a team supporting this couple to make informed, collaborative decisions about the next stage of life for themselves and their child(ren)! | |

# After Mediation

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|  | If an agreement is reached and your party requests it, review the paperwork the mediator has prepared. |
|  | Use the template found at courts.mt.gov/mediation to track hours for each case. Email your invoice to [mediate@mtlsa.org](mailto:mediate@mtlsa.org) and cc Katy by the 5th of each month. |