



**United States District Court  
District of Rhode Island  
Office of Alternative Dispute Resolution**

**MEDIATION BRIEFING GUIDELINES<sup>1</sup>**

**Please include the following:**

1. A brief statement of the major factual and legal issues in dispute with supporting legal authority.
2. Suggestion of terms upon which the case could be settled.
3. Summary of discovery completed to date and anticipated.
4. A history of past settlement discussions, if any.
5. Provide a brief discussion of any obstacles to settlement.
6. Any documents deemed necessary to mediate the case.
7. The names of persons attending the mediation and their connection to the case.

**IMPORTANT!**

1. Briefs must be received **no less than five days prior** to the scheduled mediation.
2. Whenever possible, Mediation Briefs should be sent by email. If mediation is before the ADR Administrator, briefs should be sent to: [Berry Mitchell@rid.uscourts.gov](mailto:Berry_Mitchell@rid.uscourts.gov) .

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<sup>1</sup> Check with the assigned mediator to determine whether pre-mediation submissions are required.