

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA 800 SOUTH VICTORIA AVE. VENTURA, CA 93009		
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT		CASE NUMBER:
NOTICE OF ASSIGNMENT OF MEDIATOR		

The litigants in this case have been ordered to participate in Court-Ordered Civil Mediation. The plaintiff has failed to file the Stipulation to Mediator and Mediation Date form within 15 days of being ordered to mediation as required by Local Rule 3.24.

ACCORDINGLY, THE LITIGANTS HAVE BEEN ASSIGNED THE FOLLOWING MEDIATOR:

Name of Mediator: _____ Email: _____ Telephone No.: _____

Within fifteen (15) days:

1. The parties must meet and confer to discuss possible mediation dates and a schedule for completing any discovery needed for mediation.
2. The plaintiff shall contact the assigned mediator to: (1) provide party contact information; (2) exchange several possible dates/times for the mediation session as agreed by the parties; (3) determine the location for mediation session; and (4) provide the mediator with a copy of the minute order pursuant to which the parties were ordered to mediation, including the mediation completion deadline.
3. The plaintiff must file and serve the "Stipulation to Mediator and Mediation Date" form.