

Attorney Instructions for Docketing
Stipulation Selecting Mediator

1. **Civil Events > Other Filings > Other Documents > Stipulation Selecting Mediator, Click Next**



2. **Enter the appropriate case number, Click Next**
3. **Click Next on the blank screen**
4. **Select “Choose File” under Main Document to add your PDF attachment**



5. **Select the Attorney filing the Stipulation**
6. **Review the prompt message, Click Next**

7. In the “Search for a party” field, type in the mediator’s last name and type *Mediator* into the first name field

Other Documents
[3:21-cv-01000-MAB Pupps v. Mom](#)

CONSENT

- A Courtney Cox med
- Dog Mom dft
- Cocoa Pupps pla
- Gerald M. Ward med
- Michael Ward med

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search Results

Cox, Mediator A. Courtney

8. Click on the mediator’s name in the Search Results and click Select Party

Other Documents
[3:21-cv-01000-MAB Pupps v. Mom](#)

CONSENT

- A Courtney Cox med
- Dog Mom dft
- Cocoa Pupps pla
- Gerald M. Ward med
- Michael Ward med

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search Results

Cox, Mediator A. Courtney

Other Documents

3:21-cv-02000-MAB Stevens v. Bard
Peripheral Vascular Incorporated

CJRA_B, CONSENT, DISMED, MANDMED, Opt
Out

<p>Add Party Next</p> <p>Collapse All Expand All</p> <ul style="list-style-type: none"> ⊖ Bard Peripheral Vascular Incorporated dft ⊖ A Courtney Cox (T) med ⊖ A Courtney Cox med ⊖ St. Mary's Hospital dft ⊖ Bill R. Stevens pla ⊖ Amanda Ward med ⊖ cox med 	<p>Party Information A Courtney Cox</p> <p>Title <input type="text"/></p> <p>Role <input type="text" value="Mediator (med:pty)"/></p> <p>Pro se <input type="text" value="No"/></p> <p>Prisoner Id <input type="text"/> Unit <input type="text"/></p> <p>Office <input type="text" value="Office of Courtney A Cox"/></p> <p>Address1 <input type="text" value="123 Main St"/></p> <p>Address 2 <input type="text"/> <input type="checkbox"/> Show this address on the docket sheet</p> <p>Address 3 <input type="text"/> City <input type="text" value="Benton"/></p> <p>State <input type="text" value="IL"/> Zip <input type="text" value="62812"/> Country <input type="text" value="US"/></p> <p>Prison <input type="text"/></p> <p>Phone <input type="text" value="999-999-9999"/> Fax <input type="text"/></p> <p>E-mail <input type="text"/></p> <p>Party text <input type="text"/></p> <p>Start date <input type="text" value="12/8/2021"/> End date <input type="text"/></p> <p>Corporation <input type="text" value="no"/> Notice <input type="text" value="yes"/></p> <p><input type="button" value="Add Party"/> Start a New Search</p>
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- a. Change the party designation to “Mediator (med:pty)”
 - b. Review the address information to ensure it matches your records
 - c. Click Add Party
 - d. Click Next
- 9. If the mediator’s name is not found in the Search Results, ensure the mediator is on the Court’s approved list and/or contact the Court for further instruction.**
- 10. Click Next again**
- 11. Review the final docket text before committing your entry**
- 12. If satisfied, Click Next.**