Attorney Instructions for Docketing

Stipulation Selecting Mediator

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

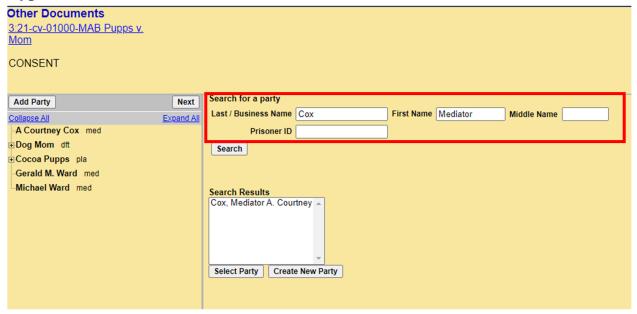


- 2. Enter the appropriate case number, Click Next
- 3. Click Next on the blank screen
- 4. Select "Choose File" under Main Document to add your PDF attachment

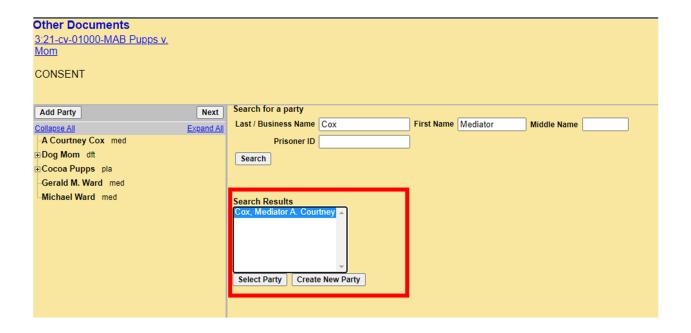


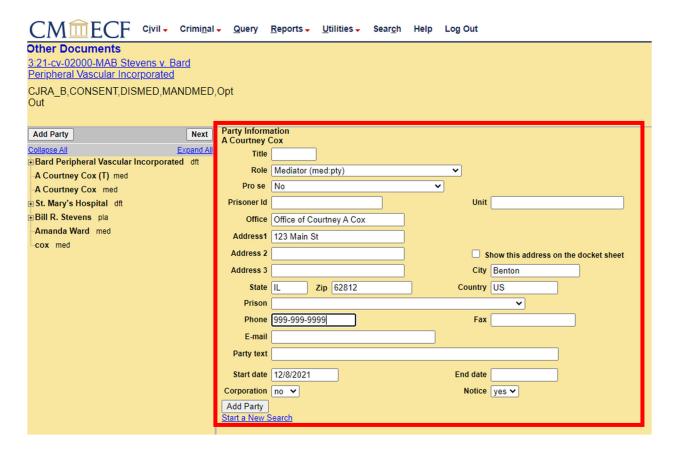
- 5. Select the Attorney filing the Stipulation
- 6. Review the prompt message, Click Next

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



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





- 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.