

How to docket a Report of Mandatory Mediation

Under the Civil category in CM/ECF

- Go to **Other Filings > Other Documents** > Select the event **Report of Mandatory Mediation**
- Enter the appropriate civil case number and click **Next**
- **Please ensure you are uploading the approved Report of Mandatory Mediation Form. You can locate this form on our website, www.ilsd.uscourts.gov under the Mandatory Mediation Program. (This form has been updated as of February 2024)**
- Under the **Main Document** header, click on **Choose File** to locate and attach the PDF Report. Once added, click **Next**.
- Select the appropriate filer from the screen and click **Next**.
- The following screen will allow you to select the status of the case based on the outcome of the mediation session. If no option fits, you can bypass this screen by clicking **Next**. You will be given an opportunity to state the outcome of the mediation before finalizing your submission.



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Other Documents

3:22-cv-00001 mouse v. Duckett

CJRA_B

Select the current status of the case after *this* mediation session. If no option fits, please bypass making a selection and state the outcome in the text box before finalizing your submission.

- Case settled in mediation and Stipulation of Dismissal will be filed
- Case settled in mediation and parties request additional time to consummate the settlement
- Case settled in part and mediation will continue
- Case settled in part and no further mediation sessions are scheduled
- Case NOT settled and mediation will continue
- Case NOT settled and no further mediation sessions are scheduled

Next Clear

- On the next screen, you will enter the date on which mediation was held. (Note: If you bypassed making a selection of the case status, you will not be prompted to enter this date)
- If you select an option in which mediation will be continued, you will be prompted to enter the date of the next mediation session.
- If you did not select an option for the case status, you can type an explanation into the text box provided before making your final submission. Click **Next**.
- This is your final screen to review your docket entry. Click **Next** when you are ready to commit your transaction.