

1 **Rule 14-1116. Conduct of the mediation.**

2 (a) **Scheduling the mediation.** The designated mediator shall set the time and place for  
3 the mediation and shall cause written notice of the mediation to be served personally or  
4 by mail or email on all parties to the mediation.

5 (b) **Right to be represented by counsel.** In the notice of the mediation, the mediator shall  
6 inform the parties of their right to be represented by their own legal counsel at their own  
7 cost at any stage of the mediation process. Failure to be represented by legal counsel at  
8 any stage of the mediation is a waiver of this right at that stage of the mediation, although  
9 a party may use legal counsel later in the mediation process.

10 (c) **Right to be assisted at mediation.** A party may designate an individual to accompany  
11 that party to the mediation and to participate with the party in the mediation process.

12 (d) **Procedure.** The mediator may use joint or private caucuses during the mediation  
13 process. The process may be adjourned from time to time in the discretion of the mediator  
14 or at the request of the parties.

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