

Preparing for Your First Appointment

- 1.** You should receive an email reminder for your first appointment. If you have any questions, or need to reschedule your appointment, call (503) 352-9447 or email info@genesismediation.com. Please notify us immediately if you need to cancel or reschedule your appointment. Plan on at least two hours for this first appointment.
- 2.** Please look at the driving directions to our office links ahead of time. The Tigard office is a little tricky to find on your first visit. Once you pull into the parking lot, head up the hill and we are on the right. The Hollywood District office is has a small parking lot and street parking available.
- 3.** Download the Client Information Form from the website (<http://genesismediation.com/resources/forms-downloads/>). Complete and bring this with you.
- 4.** Most parents with children wish to begin with the Parenting Plan. Download the Parenting Plan Worksheet from the website and complete for your first appointment.
- 5.** If you do not have children or wish to begin with financials, then download the Excel spreadsheet and populate the necessary fields. Email to your mediator before the appointment or bring with you.
- 6.** Download the Documents for Verification from the website. You will NOT need this for your first visit, however, you may need to locate quite a few of the documents to fill out the Excel spreadsheet. Create a file or notebook and place all your documents together and bring to your mediator.
- 7.** You will eventually need to fill out the Cash Flow Budgets. This will NOT be necessary for the first appointment.
- 8.** If you have trouble downloading forms, contact us and we can email them separately to you.
- 9.** Payment is expected at the conclusion of your session. We accept cash, check, money order or major credit/debit cards. There is a slight processing charge for using credit or debit cards. Please confirm your mediator's hourly rate. There is also a one-time only, new client administrative fee of \$40. Whenever possible, we practice co-mediation. There is no additional charge for this second mediator.

Thank you again for choosing Genesis Mediation and we look forward to working with you.