

Procedure for conducting mediations in the NSW Supreme Court using MS Teams

No Personal attendance in Mediation

In response to the COVID-19 parties are currently **not permitted** to attend the Court for mediation. In order to allow the parties to participate as fully as possible the Court will conduct mediations using MS Teams.

What happens first?

Approximately two days before the mediation the Registrar conducting the mediation will contact the parties or their legal representatives asking for the direct email address and telephone numbers of all mediation participants.

The Registrar will set up a MS Teams mediation and send invitations to all participants. All participants should accept the invitation as soon as possible. If you do not receive an invitation check that it has not been sent to your junk folder.

What you need to do?

Make sure Teams is installed on the computers or other devices that each participant will be using. Make sure all participants are aware that the mediation is being conducted by Teams and to expect an invitation to the mediation from the Registrar.

How will the mediation be conducted?

Each mediation will be different, however in general each mediation will commence with an opening session in which all participants will join the mediation. After the opening session the Registrar will hold private sessions with each of the parties, during those private sessions all other participants should leave the mediation. The Registrar will contact the parties when it is time to re-join the mediation or if a private session is needed with the other parties.

Tips

- Test that MS Teams works on your device.
- Make sure you are familiar with how to join MS Team meetings and how to operate the software.
- Have the MS Teams software open before 11.00AM.
- Have your microphone on mute unless you are talking.
- Use earphones or a headset wherever possible.
- Mediations are confidential please conduct the mediation from a private space. If support people are in attendance they should identify themselves and seek the consent of all parties to attend the mediation.
- MS Teams can be used on various devices, is free and further information can be found at the bottom of the meeting invite and also at <https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/group-chat-software> .

How to contact the Registrar during the mediation

If you need to contact the Registrar at any stage during the mediation send an email to sc.mediations@courts.nsw.gov.au.