

Rule 9019-4 THE MEDIATION PROCESS

(a) After consulting with all counsel and *pro se* parties, the mediator shall schedule a convenient time and place for the mediation conference, and promptly give all counsel and *pro se* parties written notice of the time and place of the mediation conference. The mediator shall schedule the mediation to begin as soon as practicable.

(b) Unless the mediator directs otherwise, not less than seven (7) calendar days before the mediation conference, each party shall submit directly to the mediator any materials the mediator directs to be prepared or assembled. The mediator shall so direct not less than fourteen (14) calendar days before the mediation conference. Prior to the mediation conference, the mediator may confer with the participants to determine what materials would be helpful. The submissions shall not be filed with the Court, and the Court shall not have access to them. The mediator will not share one party's materials with another party unless expressly authorized to do so by the party providing the materials to the mediator.

(c) The following persons personally shall attend the mediation conference:

- (1) each party that is a natural person;
- (2) if the party is not a natural person, including a governmental entity, a representative who is not the party's attorney of record and who has full authority to negotiate and settle the matter on behalf of the party;
- (3) if the party is a governmental entity that requires settlement approval by an elected official or legislative body, a representative who has authority to recommend a settlement to the elected official or legislative body;
- (4) the attorney who has primary responsibility for each party's case; and
- (5) other interested parties such as insurers or indemnitors or one (1) or more of their representatives, whose presence is necessary for a full resolution of the matter assigned to mediation.

(d) A person required to attend the mediation is excused from personal appearance if all parties and the mediator agree that the person need not attend. The Court for cause may excuse a person's attendance. The mediator may require telephonic attendance in lieu of personal appearance.

(e) Willful failure to attend any mediation conference, and any other material violation of this Local Bankruptcy Rule, shall be reported to the Court by the mediator and may result in the imposition of sanctions by the Court. Any such report of the mediator shall comply with the confidentiality requirement of W.PA.LBR 9019-5.

(f) The mediator may establish procedures for the mediation conference.