

PLANNING QUESTIONS

Subject: Planning Questions for Court ADR Program Advisory Meeting

Thank you for your inquiry about the Section's Court ADR Program Advisors. As we discussed, our advisory meeting planning call is scheduled for: (Date) (Time)

The purpose of the planning call is to discuss your goals for the advisory meeting and to gather information necessary to make the advisory process a success.

The conference call will be most productive if you are prepared to discuss the following with the advisory team:

- what you want to accomplish through the advisory meeting
- the medium by which the meeting will occur (face to face, conference call or videoconferencing)
- the intended audience for the meeting and who from the court must/will participate (e.g., specific judges or personnel, members of the bar, an advisory group, etc.)
- the approximate dates when the court will want the advisory meeting to be conducted
- the format you expect the meeting to take (e.g., a seminar or workshop, individual meetings, etc.)
- a primary point of contact who the advisor should call to discuss
- the substance of the advisory meeting
- logistical arrangements, such as hotels near the court, etc in case of an on-site session
- information about your court and ADR
 - what ADR processes are available and how many cases are referred to each
 - the number of full and part time judges and how many refer cases to ADR processes
 - whether you have designated personnel for the administration of ADR in your court
 - the structure of your court's divisions, including the size and nature of the caseload as well as the structure of your state's court system.
 - any information you can provide about the culture of the court, including strengths, weaknesses, opportunities, and threats.
 - any procedures, documents, materials, brochures, etc. that are part of the ADR process and are not on the court's web site

- the activity level of your Bar Association in terms of ADR
- the financial resources that are or may be available to fund the administration of ADR services to be provided through your court

Please don't hesitate to call us if you have any questions before the scheduled planning call. We look forward to speaking with you!