

Client **Guidebook**



Preparing for Mediation: A Practical Checklist

For Parties, Counsel, and Decision-Makers

Table Of Contents

Welcome to Preparing for Mediation with PowerHouse

1. Why Preparation Matters
2. Before Mediation: A Practical Checklist
 - 2.1 Understanding the Case and the Risks
 - 2.2 Clarifying Goals and Priorities
 - 2.3 Determining Settlement Authority
 - 2.4 Preparing Mediation Submissions
 - 2.5 Preparing Clients and Representatives
3. Day-of-Mediation Readiness
4. Mediation Works Best When Participants Arrive Prepared
5. Common Preparation Pitfalls to Avoid
6. Final Thoughts on Effective Preparation

Contact Information and Resources

PowerHouse Mediation provides experienced, professional mediation services in civil, family, and complex matters, guiding parties through a structured and confidential resolution process.

PowerHouse Mediation Client Guide

Welcome to Preparing for Mediation with PowerHouse

Preparation matters. Mediation is not a casual conversation or a last-minute negotiation, but a structured opportunity to assess risk, explore options, and make informed decisions.

This guide is intended for parties, counsel, insurers, and decision-makers participating in mediation with PowerHouse.

1. Why Preparation Matters

Preparation sets the tone for the entire mediation. When participants take the time to understand the issues, assess risk, and clarify priorities in advance, mediation becomes a focused and purposeful process rather than a reactive one. Instead of spending valuable time sorting through uncertainty, parties are able to engage directly in meaningful discussions about resolution.

Preparation also supports better decision-making. Mediation often requires participants to evaluate options in real time and adjust as discussions evolve. Those who arrive informed and organized are better equipped to do so thoughtfully and without unnecessary pressure. Even when a case does not resolve on the day of mediation, preparation often narrows issues, clarifies expectations, and moves the matter closer to resolution.

Well-prepared participants are better positioned to:

- Use mediation time efficiently**
- Engage in realistic, solution-focused problem-solving**
- Evaluate settlement options thoughtfully and strategically**
- Avoid unnecessary delay or impasse**

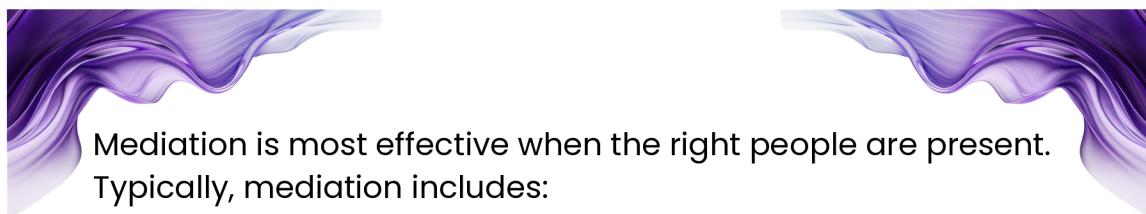
2. **Before Mediation: A Practical Checklist**

□ Understand the Case and the Risks

Before mediation, take time to evaluate the strengths and weaknesses of your position.

- Identify the key disputed facts and legal issues
- Assess areas of uncertainty or vulnerability
- Consider best-case, worst-case, and most-likely outcomes
- Evaluate litigation risks, costs, and timing

Mediation is not about winning arguments — it is about assessing risk realistically.



Mediation is most effective when the right people are present.

Typically, mediation includes:

- The parties
- Legal counsel (if represented)
- A person with full settlement authority for each party

In business or insurance matters, this often means an adjuster or executive with authority to approve resolution in real time.

If a decision-maker cannot attend in person, arrangements must be discussed in advance.



□ Determine Settlement Authority

Mediation requires real decision-making authority.

- Confirm who will attend mediation
- Ensure decision-makers have full authority to settle
- Discuss any limitations or approval requirements in advance
- Arrange for remote availability if necessary and approved

Delays caused by lack of authority undermine the process.

- Prepare Mediation Submissions

If a mediation statement or submission is requested:

- Review all mediator instructions carefully
- Provide concise, focused information
- Highlight key facts, issues, and risks
- Avoid unnecessary argument or posturing

Effective submissions assist the mediator in preparing for meaningful discussions.

- Prepare Clients and Representatives

Participants should understand what mediation is – and what it is not.

- Explain the mediation process and structure
- Set realistic expectations about timing and outcomes
- Discuss potential settlement scenarios
- Prepare for candid discussions about risk

Surprises during mediation rarely help resolution.

Day-of-Mediation Readiness

Before mediation begins, confirm the following:

- Attendance and authority are confirmed
- Necessary documents are available
- Decision-makers are accessible throughout the day
- Participants are prepared for private discussions and waiting periods

Mediation often involves reflection, pauses, and reassessment. This is normal and part of a productive process.”

Mediation Works Best When:



***Participants arrive prepared,
informed, and empowered to
make prepared decisions.***



Common Preparation Pitfalls to Avoid

- Waiting to think about settlement options until mediation day
- Treating mediation like a trial or closing argument
- Failing to prepare clients or decision-makers
- Arriving without meaningful settlement authority

Mediation is most effective when preparation happens in advance – not in the room.

Final Thoughts

Preparation does not guarantee settlement, but it significantly increases the likelihood that mediation time will be used well. Even when a case does not resolve immediately, thoughtful preparation often moves parties closer to resolution.



Contact Information and Resources

PowerHouse Mediation provides professional mediation services in civil, family, and complex matters.

Our work is grounded in a structured, confidential process designed to support informed decision-making and meaningful resolution. If you have questions about mediation, the timing of the process, or whether mediation may be appropriate for your matter, we welcome the opportunity to discuss next steps.

For general inquiries:

info@powerhousemediation.com

For scheduling and case logistics:

scheduling@powerhousemediation.com

We appreciate your preparation and participation in the mediation process.



<https://powerhousemediation.com>

This publication is provided for general informational and educational purposes only. It is not intended as legal advice and does not create an attorney-client relationship. Legal rights, obligations, and strategies vary depending on the specific facts and applicable law. Readers should consult with their own legal counsel regarding their individual circumstances.