



Community Mediation Program

Dear Resident,

Thank you for your recent request for information about our program. The Community Mediation Program is available to assist Scottsdale residents in opening the lines of communication and working with parties to find resolutions prior to involving the courts. Enclosed you will find a fact sheet outlining our most frequently asked questions about the program, along with the application. In addition, I have enclosed a brochure to explain our program further.

Program Initiation

Please complete the attached application – It is important that all of the information is accurate and filled out completely. By filling out this form you are confirming that you do want to proceed with our mediation services. Once the program has received your information, we will mail out an initiation letter to the other party gauging their interest in resolving the matter using our free mediation services. You, too, will receive a copy of this letter to keep for your records. The other party will be allowed two weeks to contact us, which is noted in the letter. If Respondents decline or do not respond, we ask that you call us after the designated date to determine the next steps.

Please keep in mind that not everything is appropriate for mediation. Some issues that we can not mediate are HOA disputes that involve your CC&R's, matters involving residents in apartment complexes, or issues relating to domestic violence, stalking or where there is an injunction of harassment. Completing this form does not necessarily qualify you for the program, but rather gives our program an idea of whether your case is appropriate or not and whether you want to pursue utilizing our services. You will be contacted should your request not be applicable to our mediation process.

Barking Dog complainants only

If you have a barking dog complaint, begin keeping a log of the time frame as to when the dog(s) started and stopped barking. If he/she barks for 5 minutes, stops, then starts again, just log the duration only. Although not necessary, but helpful, some residents have also included audio recordings or video taping with their logs. However, please do not incite the dogs to bark using the video camera rather place the video camera in the general direction of the yard.

We ask that parties, at a minimum, keep a log just in case the situation is NOT resolved through mediation. **DO NOT** send the log, tapes, etc into the mediation program. We will not keep them nor will they be used during the mediation process. Keep them as your records only if the case does go to court.

We look forward to working with you.

Joy Racine
Mediation Program Coordinator
480-312-2342



Community Mediation Program

Dear Resident,

Thank you for your interest in our mediation program. Please complete this application to the fullest and return it to the address located at the bottom. Incomplete applications will be returned to you. Please remember that completing the application does not guarantee that your issue can go to mediation but rather helps us determine if your issue is one that can utilize the mediation process.

You're information is kept confidential. The mediation staff will not inform the Respondent of who you are. The Respondent will only learn of your identity should you *both* choose to attend the formal mediation. Additionally, the Respondent will only learn your last name and will not be provided your address or other personal information.

Please remember, **do NOT send evidence, tapes, etc. to our program.** You must keep any records for yourself should mediation not be successful. In addition, we will not be keeping track of calls or logs for you. This will be your responsibility.

Requestor Information (Person filing the complaint):

*must be a Scottsdale resident to participate.

Name(s): _____

Address: _____

Zip: _____ Email address: _____

Main contact phone number (include area code): _____

Respondent Information (Person you are filing the complaint against)

*must be a Scottsdale resident to participate.

Name(s): _____

Address: _____

Zip: _____ Email: _____

Phone number (if known): _____

Your general availability to attend a session (please check all that apply)

- | | | | |
|------------------|-------------------|---------------------|--------------------|
| Monday morning | Tuesday morning | Wednesday morning | Thursday morning |
| Monday afternoon | Tuesday afternoon | Wednesday afternoon | Thursday afternoon |
| Monday evening | Tuesday evening | Wednesday evening | Thursday evening |

***Note:** We cannot mediate HOA disputes that involve your CC & R's. In addition, if there is an injunction of harassment in place against the Respondent or yourself, this issue will not be handled through our mediation process.

- Has either party filed *any* injunction against the other? YES NO
- Are there any pending court cases involving both parties? YES NO
- Do either of the parties have a restraining order in place? YES NO

If YES to any of the above, please explain _____

1. What is the issue? (Please check one)

- Barking Dog
- Landscape Dispute
- Neighbor to neighbor (Please briefly explain)

- Other: _____

2. Have you made contact with the Respondent in the past about this matter?

YES

NO

If YES, please briefly explain how it was handled: _____

3. How long has this situation been happening? _____

Questions 4-7: For Barking Dog Issues only

4. Have you been keeping a log of the dog barking?

YES For how long? _____

NO

5. How often/when does the dog bark (i.e. in the mornings, all night long, just in the afternoons)? _____

6. Does the dog have access to a dog door?

YES

NO

I don't know

7. Are the dog(s) left out in the yard during the day or night?

YES During the day During the night

NO

8. Is there any other pertinent information that may be helpful to know about this specific situation? _____

By completing this form and mailing back or submitting it online, to our program, you are confirming your desire to utilize our mediation services and initiate a formal mediation, as necessary.

Please mail your completed application to:

Mediation Program

Attn: Joy Racine

7506 E. Indian School Rd.

Scottsdale, Arizona 85251