



**WAYNE COUNTY DISPUTE RESOLUTION CENTER**  
**VIRTUAL MEDIATIONS**  
**Meeting ID: 976 212 4708**

**Getting prepared for your mediation:**

- If you have any documents that you would like to present to the mediator, please send to: [info@wcdrc.org](mailto:info@wcdrc.org)
- On the day you are scheduled for mediation, please log in using the meeting ID below
- Please make sure to set aside about two hours for the mediation process.

**Preparing for your Zoom Mediation:**

- Please download the Zoom App from your Apple or Android store.
- Familiarize yourself with the application prior to your mediation.
- If you run into any problems, please contact Zoom Support at [support.zoom.us](https://support.zoom.us)
- Please make sure your devices are fully charged.
- Please make sure you are alone and in a safe and confidential setting while mediation is in session.

**JOIN ZOOM MEETING:** **Meeting ID: 976 212 4708 ([www.zoom.us](https://www.zoom.us)) Instructions below**

**Joining the mediation using Zoom:**

- If you are connecting from a phone or tablet, launch the Zoom App at the time of the call and join using the Meeting ID provided in this document.
- If you are connecting from a Windows desktop PC or a laptop, go to the Zoom website ([zoom.us](https://zoom.us)) and click on "Join a Meeting" and type in your meeting ID.
- If you plan to attend via phone, call one of the phone numbers below, then enter your Meeting ID

+1 646 876 9923 (New York)  
+1 301 715 8592 (Washington DC)  
+1 312 626 6799 (Chicago)



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**Participating in Zoom:**

- Please arrive 10 minutes early and you will be placed in a virtual waiting room until the mediator is ready for your case. Make sure your background is free from noise and interruptions.
- Make sure your lighting is good for the best video conference.
- Please note that at any time the mediator can terminate the mediation session if the experience is unacceptable.
- If an agreement is reached, the mediator will go over the terms of the agreement and send it for processing.
- Once the agreement is processed, you will receive a final draft via DocuSign and once all involved parties have signed the agreement, you will receive a signed final copy.
  - The mediator will report the results back to Wayne County Dispute Resolution Center and then the court will be notified of the results.
- ***Please note, if you have a scheduled court hearing, please plan to attend unless you hear otherwise from the court.***

**CONTACT INFORMATION:**

If you have questions or concerns regarding mediation, please contact us at (313) 561-3500 or email [info@wcdrc.org](mailto:info@wcdrc.org). If you have information you would like to give to the mediator, please include your name, case number (from the documents the court gave you) and the date of your mediation.

If you have questions or concerns regarding your court case, please contact the court.

Thank you for your time and cooperation in advance!

The WCDRC Team