

**61—17.28(654A,654B) Procedure for mediation meeting.** At the initial mediation meeting and any subsequent meetings, the mediator shall perform the following duties:

1. Listen to all parties;
2. Mediate between all parties;
3. Encourage compromise and workable solutions;
4. Advise, counsel and assist the parties in attempting to arrive at an agreement for the future conduct of relations among them;
5. Clarify the names of all participating parties present, and facilitate agreement on the attendance of any assisting persons at the mediation meeting, as well as the extent to which these persons may participate in the proceedings;
6. Ensure that the parties understand that the mediator does not legally represent any of the parties and is neutral in the proceedings;
7. Help the parties review any proposed solution to determine if it can be effectively implemented and to help the parties understand the consequences of the proposed solution;
8. Review the rights and obligations of the participants in the mediation process including, but not limited to, the following:
  - Encourage disclosure of financial data including assets, obligations, and other pertinent information;
  - Indicate the duties and rights of the parties to the proceedings;
  - Promote participation within the mediation proceedings.