



ORIENTATION AND TRAINING FOR *PRO SE* MEDIATION PANEL

- Date/Place January 19, 2011, 3:00 p.m. to 5:30 p.m., Jury Assembly Room
United States District Courthouse, Boston, MA
- 3:00 – 3:10 Welcome and Opening Remarks
Honorable Judith Dein, Chief Magistrate Judge
Christopher P. Sullivan, Esq., President, FBA Massachusetts Chapter
- 3:10 – 3:20 The Mechanics of Registering for the Panel
Matthew C. Moschella, Esq. and Yvonne Franklin, District Court ADR Coordinator
- A. Joining the FBA Mediation Advocate Panel
 - B. Accepting appointment to represent a *pro se* litigant
 - C. Conflict checks
 - D. Entering your limited appearance with the USDC
- 3:20 – 3:30 Overview of the *Pro Se* Mediation Initiative
Honorable Timothy Hillman, Magistrate Judge
- A. The scope of your limited appearance
 - B. The scheduling conference/conference call with opposing counsel and the magistrate judge
 - C. Reviewing the docket and preparing a mediation memorandum
 - D. The logistics of the mediation hearing
 - E. How to report and complete settlement
- 3:30 – 4:15 Tips, Tactics and Techniques for Effective Advocacy at Mediation
Honorable Charles B. Swartwood, III, Magistrate Judge (ret.)
Christopher A. Kenney, Esq., Past President, FBA Massachusetts Chapter
- 4:15 – 5:00 Best Practices for Mediation Briefs and Oral Presentations
Panel of Magistrate Judges, U.S.D.C. (Mass.)
- 5:00 – 5:30 Questions and Answers

***** **RECEPTION TO IMMEDIATELY FOLLOW TRAINING SESSION** *****