

**MULTI-DOOR DISPUTE RESOLUTION DIVISION  
TAX MEDIATION PROGRAM PROCEDURES**

**I. CONTINUANCE, PRE-SETTLEMENT, DISCOVERY:**

Request to continue mediation - must be made to the calendar judge (in writing) and a courtesy copy filed with Multi-Door's Tax Program.

Case settles prior to mediation – a praecipe or disposing document shall be filed with the Court and a courtesy copy filed with Multi-Door's Tax Program.

Formal discovery is held in abeyance until the mediation process is completed. If formal discovery is needed before mediation, parties must file a motion for leave to take discovery with the trial court.

**II. ATTENDANCE:**

Petitioner's and Respondent's/government counsel shall appear with authority to evaluate and make recommendations with respect to any proposed settlement and/or be present or available by telephone during the mediation session.

Parties requesting to be excused from attending mediation or requesting to be available by phone must file a motion with the Court. Counsel representing parties who have been approved by the Court to participate by phone must contact Multi Door's Tax Program staff no less than 48 hours before mediation.

**III. SETTLEMENT OFFER – COMERCIAL PROPERTY:**

**Sixty (60) days** before mediation the *PETITIONER* shall submit two (2) copies of the Settlement Offer and supporting documentation to Multi-Door's Tax Program and two (2) copies of the Settlement Offer to the Office of the Attorney General – Tax Assessment Unit.

**IV. SETTLEMENT OFFER – RESIDENTIAL AND/OR PRO-SE PETITIONER:**

Pro-se petitioners **MUST** contact Multi-Door's Tax Program *immediately* following the first court date in which mediation is scheduled to receive a Settlement Statement (SS). Two (2) copies of the SS must be returned to Multi-Door's Tax Program **sixty (60) days** before mediation and one copy to the Office of the Attorney Generals Tax Unit.

**V. SETTLEMENT AT MEDIATION:**

In the event parties reach a tentative settlement during mediation, they shall file a stipulation and/or praecipe of dismissal with the Tax Office, setting forth the terms of the final settlement, AND forward a courtesy copy to Multi-Door Tax program.