

## HAMPTON ROADS REALTORS® ASSOCIATION

638 Independence Parkway, Suite 100  
Chesapeake, VA 23320  
(757) 473-9700  
HRRRA.com

Thank you for your recent inquiry into the mediation process available through HRRRA's Dispute Resolution System (DRS). Mediation is a process in which a neutral third party, called a mediator, acts to encourage and to assist in the resolution of a dispute between two or more parties and is an entirely non-adversarial process. As you are aware, there must be a mediation clause in the contract or a separate written agreement for mediation to occur.

Should you choose to proceed with mediation, simply complete and return the "Request to Initiate Mediation - Transmittal Form" to HRRRA, DRS Coordinator, 638 Independence Parkway, #100, Chesapeake, VA 23320, along with the following:

- Fully executed copy of the agreement containing the mediation clause
- A copy of such other written agreement invoking these Mediation Rules and Procedures
- In the absence of a contract clause or other such written agreement, a written request by any party seeking to have HRRRA attempt to persuade one or more of the others to submit an existing dispute or claim to mediation under these Mediation Rules and Procedures, i.e., DRS "Agreement to Mediate" (Included in DRS packet).
- **Filing Fee in the amount of \$100**

Upon receipt of the Transmittal Form together with those items mentioned above, HRRRA will within five (5) days notify the other party/ies. Within ten (10) days of the appointment of the mediator, a date, time, and place for the mediation conference provided, however, that such date shall not be more than sixty (60) days from date of receipt of the Transmittal Form, and shall allow for not less that twenty (20) days advance notice of the conference, which shall be given by the mediation provider to all parties.

The time limitation by which parties must bring claims in accordance with the DRS Rules and Procedures are governed by state law. Any party may be accompanied by and represented at the conference by legal counsel, however, a party who intends to be represented by counsel shall notify the mediation vendor and other parties of such intent at least ten (10) days in advance of the conference. The mediation settlement must be reduced to writing, dated and signed at the mediation conference by all parties agreeing to its terms, but in no event shall the settlement be signed later than 10 days after the conclusion of the mediation conference. Mediation fees are in accordance with the published fee schedule.

If you have any questions or concerns about the mediation process, please give us a call at (757) 473-9700.

Sincerely,

Cathy Crossfield, CAE, RCE  
Executive Director

*Enclosure*