



**OAH MEDIATION**  
**ATTORNEY INFORMATION SHEET**

***I. Who do I contact with questions about OAH Mediation?***

Judge Rolf Hagen <u>Rolf.Hagen@state.mn.us</u>	651 361-7860
Judge Jane Gordon Ertl <u>Jane.Ertl@state.mn.us</u>	651-361-7859
Judge Cheryl LeClair-Sommer <u>Cheryl.leclair-sommer@state.mn.us</u>	651-361-7866
Judge Adam Wolkoff <u>Adam.Wolkoff@state.mn.us</u>	651-361-7946
Legal Secretary Bette Bailey	651 361-7877
Legal Secretary Linda Parsons	651 361-7890

***II. How do I request OAH Mediation?***

- A. OAH Mediation Request Form –  
OAH Website <http://www.oah.state.mn.us/attorney.html>  
Download pdf or Word document.
- B. Complete Request Form.
- C. File with OAH Mediation by mail or fax.
- D. Call a legal secretary listed above to obtain a date & time for mediation.

***III. What happens to the progress of the case while it is in mediation?***

If mediation is scheduled, the case will remain in the same status.  
Contact the Block Assigned Judge to request a change in status.  
The block assigned Judge must approve any change or delay in the hearing date.

***IV. How are Requests processed in OAH Mediation?***

- A. OAH assigns a mediation number upon receipt of the Request for Mediation.
- B. **Please Use the Mediation Number for subsequent filing.**
- C. A letter, by mail or e-mail, will confirm the scheduled conference call (if any), date of the Mediation, date for submission of documents, and date for submission of Confidential Mediation Statements.

**V. How do I file documents with OAH Mediation, including Confidential Mediation Statements?**

- A. ALL OAH Mediation files are maintained separately from Imaging files and all other filings at OAH.
- B. **ALL DOCUMENTS SENT TO OAH MEDIATION MUST INDICATE “OAH MEDIATION” ON THE ENVELOPE AND COVER LETTER IN LARGE BOLD TYPE.**
- C. OAH Mediation submissions, such as medical records, vocational records or other documents, may be filed by mail or delivered. These must be in an envelope with a cover letter, each marked in large bold type “OAH MEDIATION.”
- D. **OAH Confidential Mediation Statements MUST be filed by e-mail to insure that these remain confidential. Please do not send your Confidential Mediation Statements to the Department of Labor & Industry or OAH P.O. Box or street address.**
- E. Only judges and legal secretaries in the OAH Mediation Division will open OAH Mediation mail.
- F. All OAH Mediation documents will be kept in a locked file cabinet, only accessible to OAH mediation judges and their legal secretaries.

**VI. Where will mediations be held and who must attend?**

- A. OAH Worker’s Compensation courtrooms and conference rooms are available for mediations. Please check the daily calendar upon arrival. Proceed to the designated room.
- B. All parties must attend in person. Out-of-state parties may attend by telephone by agreement of the parties and the judge.
- C. All parties must appear prepared and with authority to fully participate in the mediation and engage in meaningful settlement negotiations.

**VII. What happens when the case settles, or does not settle?**

- A. Parties submit a Stipulation for Settlement to OAH.
- B. If the case is block assigned, that Judge will review the Stipulation; if not block assigned, the Stipulation will be placed on rotation for review.
- C. If the case does not settle, the case will proceed in the same status as previously, unless the parties notify the Block Assigned Judge of a request to change status.