

DeKalb County Government

Part 1: Referral | Part 2: Outcome

Appendix D — Mediation Referral and Outcome Notice

Part 1 — Mediation Referral

Complaint Tracking No.: _____

Date of Referral: _____

Mediator Assigned: _____

Participation Election (check one for each party):

- ☐ Complainant elects to participate in mediation
- ☐ Complainant declines to participate in mediation
- ☐ Respondent elects to participate in mediation
- ☐ Respondent declines to participate in mediation

Mediation Session Date(s): _____

Part 2 — Mediation Outcome

Outcome (check one):

- ☐ Resolved by agreement of the parties — complaint file closed
- ☐ Not resolved — dissatisfaction notice filed by Complainant
- ☐ Not resolved — dissatisfaction notice filed by Respondent
- ☐ Not resolved — one or both parties declined to participate

Date Dissatisfaction Notice Received (if applicable): _____

Allocation of Mediator's Fees: _____

If not resolved, this complaint is referred to a hearing officer pursuant to Section 15-568 of the Ordinance.

Completed By: _____

Date: _____