



# pennsylvania

OFFICE OF OPEN RECORDS

## OOB MEDIATION AGREEMENT

OOB Dkt. No. \_\_\_\_\_ - \_\_\_\_\_

Requester Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

The Requester and Agency (collectively, the “Parties”) agree to participate in the OOR’s Informal Mediation Program to resolve the matters at issue in this appeal.

The Parties agree to participate in the mediation process in good faith. The Parties understand that a failure to participate in good faith may affect a party’s ability to participate in future mediations before the OOR. If the Parties agree to mediation, there may be more than one session if the Mediator determines that the appeal could be resolved. Mediation may be terminated without cause at any time by the Parties or the Mediator. The Parties acknowledge that mediation sessions are not open to the public and the content of discussions during mediation is confidential and not admissible as evidence in this appeal.

The Parties agree to extend the Final Determination deadline in this appeal for 30 calendar days beyond the conclusion of the mediation process or, if the Requester agreed to grant the OOR an additional extension on the appeal form initiating this appeal, the Final Determination deadline will include that extension. If the Requester does not withdraw the appeal, the Mediator will indicate the conclusion of the mediation process in writing if further mediation sessions are not likely to result in the resolution of the dispute. The Parties acknowledge that this Mediation Agreement, the Requester’s withdrawal, and the OOR’s withdrawal acknowledgement will be included in the OOR’s administrative appeal file and subject to public access.

Upon receipt of this completed Mediation Agreement, a Mediator will contact the Parties to establish a mutually convenient date, time and location to conduct a joint mediation session.

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_