



## Online Mediation Checklist

Several key components must be in place to ensure that your online mediation runs smoothly and remains confidential. If you do not have one or more of the necessary elements listed on the checklist below, please contact Overstreet Johnson Mediation scheduling assistant Leslie Terry at (850) 425-7517 or [lterry@bakerdonelson.com](mailto:lterry@bakerdonelson.com). I am confident we can be successful as we navigate these challenging times.

- Computer, tablet or smartphone.
- Power source to ensure that your device remains charged during the mediation.
- Strong and secure Wi-Fi or Ethernet connection.
- Adequate lighting that is in front of you, rather than behind you.
- Avoid interruptions. Arrange for appropriate childcare, notify family and friends of your unavailability and make appropriate scheduling choices.
- Limit distractions. Except for the computer or mobile device on which you are conducting your online mediation session, phones, tablets or computers will be off or on silent mode; texts and alerts will be disabled; and use of social media, email and internet search engines are strongly discouraged for the duration of your online mediation session.

**Background.** While I maintain an active litigation and mediation practice as managing shareholder for Baker Donelson's Tallahassee office, I also offer more than a decade of experience in mediating civil and commercial disputes. By providing a personalized problem-solving approach to each case, I strive to help facilitate productive conversations with the goal of achieving positive outcomes for all involved.

My mediation practice is backed by more than 38 years of experience as a litigator. I tailor each mediation to meet the needs of the specific case and facilitate a resolution that is satisfactory to all participants. My years of experience as a litigator and mediator can help parties constructively discuss the merits of their cases. A large percentage of my mediations settle because the parties have been actively engaged in the process and negotiated and agreed to resolutions on their terms.

I am a Florida Supreme Court Certified Circuit-Civil Mediator and Certified AAA Arbitrator and have mediated more than a thousand cases to successful outcomes. I would be honored to assist you and your clients in constructive and amicable resolutions for employment, civil, commercial and real estate disputes.

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