

## *Early Mediation . . .*

- Is an alternative to going through the investigative process.
- Is voluntary.
- Is an opportunity for the parties to a complaint to meet with an impartial mediator and try to reach a settlement soon after the complaint is filed.
- Would be on terms that are satisfactory to both sides.
- You can bring an attorney or a friend to the meeting with you.
- **Do not** come to the meeting unless you want to settle the complaint and you are willing to make a settlement offer. This offer could be monetary or other items, such as reinstatement, a neutral letter of reference or an agreement to not reapply for a job or housing.
- Be sure to confirm your attendance by calling the individual assigned to mediate your complaint.

## *Advantages . . .*

- The complaint is settled quickly.
- The parties do not have to go through investigative process which can be lengthy.
- It saves time, stress and serves as an opportunity to bring the parties together.

## *What to Expect . . .*

- The mediator will ask the complainant to indicate what he or she wants in order to settle the complaint.
- The respondent will then be able to consider the complainant's request and respond to it. The respondent may agree to the proposal, ask that the terms of the agreement be modified, or may reject settling the case.
- If a settlement is reached, then an agreement between the two parties will be drafted.

## *A Settlement . . .*

- Can be anything that the complainant agrees to accept in return for dropping the complaint.
- Requires that both parties agree with the terms of settlement. When a case is settled, neither side admits any wrongdoing.
- When reached, the complainant agrees to withdraw the complaint filed with the MEOD and cross-filed with state and/or federal agencies.



*Madison*

Equal Opportunities Division

**City of Madison  
Equal Opportunities  
Division**



If you have any other questions about Early Mediation you may call 608.266.4910, or the mediator assigned to your case.

## **What is Early Mediation?**

**NOTE: If you need materials in Braille, large print or other alternate formats or other accommodations to access this service, activity or program, please contact the Equal Opportunities Division office at 608.266.4910.**

**Lucía Nuñez, Director  
Department of Civil Rights**  
210 Martin Luther King, Jr. Blvd., Room 523  
Madison, WI 53703-3346  
[dcr@cityofmadison.com](mailto:dcr@cityofmadison.com)  
**608.266.4910**