



## **DALLAS COUNTY DISPUTE RESOLUTION CENTER**

**GEORGE L. ALLEN, SR. COURTS BUILDING**

**600 COMMERCE ST. 6<sup>TH</sup> FLOOR STE. 681**

**DALLAS, TEXAS 75202**

### **Cancellation Policy**

In the event one or more of the named parties requests a cancellation of the scheduled mediation. One or more of the following reasons must be met.

- a) A cancellation must be mutually agreed upon by all named parties of a case and confirmed by the Center.
- b) Medical Emergency – A Doctors note must be provided.
- c) The case has settled prior to mediation and the appointment is no longer required.

### **Rescheduling Policy**

In the event that one or more of the named parties requests a rescheduled date and time of the mediation. One or more of the following reasons must be met.

- a) A rescheduled date and time must be mutually agreed by all of the named parties to a case. Notification must be provided to the Center with a 72 hour advanced notice.
- b) Medical Emergency – Hospitalized, Severe Illness, or flu. A Doctors note must be provided.

Parties share the understanding that mediation is court ordered and failure to appear without notice will result in the D.C.D.R.C reporting the status back to the corresponding court.

If the above criteria are not met, mediation will proceed as scheduled.