



**Collin County Alternative Dispute
Resolution Program**
(214) 617-2394
contact@collinadr.com
www.collinadr.com

How to Book a Mediation with CCAP

1. Obtain a Signed Order
 - Must be the CCAP Order Of Referral To Mediation
2. Within 10 Days of the Order
 - Review the calendar at www.collinadr.com for available mediation dates. If the calendar is not working, please e-mail for assistance.
 - Confer with all parties/counsel and agree on at least two (2) possible dates.
3. Email CCAP to Request Scheduling
 - Send one coordinated email to contact@collinadr.com with all parties/counsel copied and provide the following information:
 - ☐ Case style & cause number:
 - ☐ Parties & counsel (names, emails, phone numbers)
 - ☐ Two (or more) agreed dates
 - ☐ Attachments:
 - Signed Order to Mediate; and
 - Exhibit A for Each Party (Family Law Only)
4. Mediation fees are due **10 days prior to mediation** or the mediation will be cancelled and cancellation fees will apply. The fee amount will be determined by the CCAP Order Of Referral To Mediation. All payment via the CCAP Website.

For more information, visit the CCAP Website: www.collinadr.com