

ADMINISTRATIVE OFFICE OF THE COURTS
SUPREME COURT OF ARKANSAS



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STEPHANIE H. SMITH
ACCESS AND VISITATION PROGRAM DIRECTOR

ACCESS AND VISITATION PROGRAM PROCEDURES MEMORANDUM

TO: AV PROGRAM PARTICIPANTS

FROM: STEPHANIE H. SMITH, AV PROGRAM DIRECTOR

RE: AV PROGRAM PROCEDURES

Thank you for your interest in mediation services provided by the Arkansas Access and Visitation Family Mediation Program.

In order to determine if this case is appropriate for the program, I will need to receive a completed AV Questionnaire from both parties, as well as a copy of the court order (*if applicable*). You may submit the questionnaire to my office by fax, email, or U.S. mail if you prefer. **(Direct fax line: (501) 605-9691, Email address: stephanie.smith@arcourts.gov.)** No further action will be taken on this case until both parties have submitted a completed AV Questionnaire.

Once both parties have provided this information and the case has been screened and accepted into the program, I will formally assign the case to a mediator. The mediator will then contact you to schedule the mediation session. Per AV Program Policy, in addition to the chosen mediator, AV Mediations may also be attended by an AV "Mediator in Training." The trainee will not conduct the mediation, but may assist the mediator, at the mediator's discretion. Trainees are bound by confidentiality and applicable program rules in the same way as certified mediators.

Please note: Per our Federal Grant mandate, cases in which parties have previously participated in the AV Program are not eligible for AV Mediation Services a second time. In addition, cases in which there is a final (not temporary) court order for true Joint Physical Custody are not eligible for AV Program Mediation Services. There must be a non-custodial parent listed for a case to be considered for the AV Program. For these type of cases, parties should consider contacting their chosen mediator directly.

If you have any questions or would like to discuss a matter further, please don't hesitate to phone me direct at (501) 803-9675.