

MEDIATION PROCEDURES

Eduardo V. Rodriguez UNITED STATES BANKRUPTCY JUDGE

The Court is providing the following guidance to assist parties interested in scheduling a mediation with Judge Rodriguez.

- 1) Email Judge Rodriguez's Senior Law Clerk at riley_sissung@txs.uscourts.gov regarding your interest in scheduling a mediation. In your initial email, please include a case number along with a range of dates the parties would like to have their case mediated.
- 2) The Court will contact the parties and provide eligible dates for mediation. Parties will need to agree to a date, time, location, and whether a half or full day is required.
- 3) Once an agreed date is reached, the date will be reserved on the Court's calendar and you will be required to file a motion in the bankruptcy court you are in to get an order from that court that has, at a minimum, the following language:

The Honorable Eduardo V. Rodriguez is appointed as mediator in this case.

At all times in the performance of his mediation duties, Judge Rodriguez will be acting in his official capacity as a United States Bankruptcy Judge, with all of the privileges and immunities of a United States Bankruptcy Judge.

- 4) Once you have that order, you will need to email it to riley_sissung@txs.uscourts.gov with a list of all counsel with complete physical and email addresses. The Court will then email a mediation letter to all parties that will attend the mediation with further instructions.