

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 at [Eduardo V Rodriguez@txs.uscourts.gov](mailto:Eduardo.V.Rodriguez@txs.uscourts.gov) and copy his case manager Jeannie Chavez at [Norma J Chavez@txs.uscourts.gov](mailto:Norma.J.Chavez@txs.uscourts.gov) regarding your interest in scheduling a mediation. In your initial email, please include the following:
 - i.* the bankruptcy and/or adversary case number
 - ii.* the matter (CM/ECF Number) to be mediated
 - iii.* a range of dates the parties would like to have their case mediated
 - iv.* whether a half or a full day will be required
 - v.* a list of all counsel and parties that will participate along with their respective email addresses
- 2) The Court will contact the parties and provide eligible dates for mediation. Parties should designate one person to respond to the Court with an agreed date, time, and if applicable, the location of where the mediation will take place. Zoom.gov mediations are also available.
- 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 presiding over the matter and obtain an order 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, please email it to [Eduardo V Rodriguez@txs.uscourts.gov](mailto:Eduardo.V.Rodriguez@txs.uscourts.gov) and copy his case manager Jeannie Chavez at [Norma J Chavez@txs.uscourts.gov](mailto:Norma.J.Chavez@txs.uscourts.gov). The Court will then email a letter to all counsel with further instructions.