

STATE OF RHODE ISLAND



SUPERIOR COURT

Superior Court
Providence County
Arbitration Office

Licht Judicial Complex
250 Benefit Street, Room 531
Providence, Rhode Island 02903

August 2023

Counselors:

The Superior Court will conduct Settlement Week in the Frank Licht Judicial Complex during the week of December 11, 2023 from Monday through Wednesday.

We plan to conduct mediations in person on the 4th Floor of the Courthouse. Only those cases in which clients' availability and willingness to negotiate have been confirmed will be mediated. Clients and those with settlement authority **must be present**. Lien holders must be informed by counsel of the mediation session and should also be available for purposes of negotiation.

The Mediation Submission Form **must be signed by counsel for all active parties involved** with a case. Please review the Mediation Submission Form carefully and note that all information **must be complete and accurate** in order to schedule a matter. Submission Forms and summaries **must be electronically filed**. A one-page case summary of each parties' position **is required by November 10th**. Please use the code "Mediation Submission Form" (or "Mediation Summary" as applicable) when e-filing and indicate in the comment box if you are filing for the Plaintiff or Defendant. Further, when filing a Mediation Submission Form please ensure that **all** opposing counsel have agreed to participate **and** have been certified. It is imperative that the proper codes be used when filing electronically.

Cases that are not properly submitted will not be scheduled for mediation. Should you have any questions please contact Mary Smith in the Arbitration Office at 222-6147.

Very truly yours,

/s/ *Alice B. Gibney*

Alice B. Gibney
Presiding Justice