



We Create Peace

Preparing for Your First Appointment

1. You should receive an email or phone call reminder for your first appointment. If you have any questions, or need to reschedule your appointment, contact Aubrey at (503) 820-3011 or at ajackson@wecreatepeace.com. Please notify us immediately if you need to cancel or reschedule your appointment. Plan on at least two hours for this first appointment.
2. **Please look at the driving directions to our office links ahead of time.** Our office address is 1607 NE 41st St., Portland, OR 97232. There is visitor parking to the left side of the office and there is street parking as well. The office building will be locked after normal business hours and on the weekends, so if your appointment is scheduled during those days/times, you will be met at the main entrance. You may be given a cell phone number to call your mediator when you arrive.
3. Download the **Client Information Form** from the website wecreatepeace.com/forms-and-downloads. Complete and bring this with you. You can finish this at the office if you do not have time before.
4. Most parents with children wish to begin with the **Parenting Plan**. Download the Parenting Plan Worksheet from the website and complete for your first appointment.
5. Download the **Documents for Verification** from the website. You will NOT need this for your first visit, however, you may need to locate quite a few of the documents to fill out the Financials Worksheet. Create a file or notebook and place all your documents together and bring to your mediator.
6. If you do not have children or wish to begin with financials, then download the **Financials Worksheet** and populate the necessary fields. This will need to be e-mailed to your mediator before the appointment or brought with you.
7. You will eventually need to fill out the **Cash Flow Budgets**. This will NOT be necessary for the first appointment.
8. If you have trouble downloading forms, contact Aubrey and she can email them separately to you.
9. Payment is expected at the conclusion of your session. We accept cash, check, money order or major credit/debit cards. There is a slight processing charge for using credit or debit cards. Please confirm your mediator's hourly rate. There is also a one-time only, new client administrative fee of \$40. Whenever possible, we practice co-mediation. Please let us know if you have any issues with a second mediator being present. There is no additional charge for this second mediator.

Thank you again for choosing We Create Peace and we look forward to working with you.