



Case Number: _____

Office of Congressional Workplace Rights Request for Mediation

Mediation is a process provided by the OCWR for parties involved in a claim to seek a mutual and voluntary resolution of the matter. Mediation under the Congressional Accountability Act of 1995, as amended by the Congressional Accountability Act of 1995 Reform Act of 2018 (CAA) is voluntary, may be initiated by either party, and may only proceed if both parties agree to mediate. The time to request mediation under the OCWR's Procedural Rules ends on the date on which a Merits Hearing Officer issues a written decision on the claim, or the covered employee files a civil action.

If you are requesting mediation, please provide your information below and return this completed form to the Office of Congressional Workplace Rights (OCWR) via email (OCWRrefile@ocwr.gov), fax (202-426-1913) or hand deliver to John Adams Building, Room 200, 110 Second St., SE, Washington DC 20540.

Name:
Primary Phone Number:
Alternate Phone Number:
Email Address:
Fax Number:

I am a party to the referenced claim with the OCWR and have been notified about the mediation process and applicable deadlines. Please accept this form as my request for mediation in the referenced matter.

Requesting Party/Designated Representative's Signature

Date

Office of Congressional Workplace Rights
110 Second Street, SE, Room LA-200 | Washington, DC 20540-1999
(202) 724-9250 (O) | (202) 426-1913 (F)
OCWRrefile@ocwr.gov | OCWRadr@ocwr.gov
www.ocwr.gov



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For non-requesting party use only:

The non-requesting party in this matter has been contacted and:

- Agrees to mediate this matter. Does not agree to mediate this matter.

Non-Requesting Party Signature

Date

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