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## Office of Congressional Workplace Rights Request for Mediation

OCWR Case no.: \_\_\_\_\_

Mediation is a process provided by the Office of Congressional Workplace Rights (OCWR) for the parties involved in a claim to explore possible alternatives to litigation. Mediation is voluntary, may be initiated by either party, and may only proceed if both parties agree to mediate. The time to request mediation begins after a claim is filed and ends on the date on which a merits hearing officer issues a written decision on the claim, or until the claimant files a complaint to initiate a civil action in Federal court. For more information on mediation under the Congressional Accountability Act of 1995, as amended by the Congressional Accountability Act of 1995 Reform Act of 2018, see 2 U.S.C. § 1403 and OCWR Procedural Rule § 4.07.

To request mediation in the above-referenced matter, please provide your information below and return this completed form to the OCWR via email (OCWRfile@ocwr.gov), fax (202-426-1913), mail or hand-delivery to the Library of Congress, John Adams Building, 110 Second Street, SE, Room LA-200, Washington, DC 20540.

Name: \_\_\_\_\_

*Please check one:*     Claimant     Respondent

Preferred phone no.: \_\_\_\_\_

Secondary phone no.: \_\_\_\_\_

Mailing address (mail will be delayed due to anthrax screening): \_\_\_\_\_

\_\_\_\_\_

**Next page →**

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**Office of Congressional Workplace Rights**  
110 Second Street, SE, Room LA-200 | Washington, DC 20540-1999  
(202) 724-9250 (O) | (202) 426-1913 (F)

[www.ocwr.gov](http://www.ocwr.gov)

Email: \_\_\_\_\_

Fax no.: \_\_\_\_\_

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Signature of Requesting Party or Designated Representative

Date

The other party in this case has been contacted and:

*Please check one:*  Agrees to mediate this matter.  Does not agree to mediate this matter.

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Signature of Non-requesting Party or Designated Representative

Date