Case No(s): [Case Number(s)]

*In the Matter of:*

**[Complainant / Claimant],**

 Complainant / Claimant

 v.

**[Respondent / Employer],**

 Respondent / Employer

**ORDER** **APPOINTING MEDIATOR**

 The parties in the above-captioned matter have agreed to the appointment of a mediator. {{This case is currently assigned to Administrative Law Judge \_\_\_\_\_\_. OR This case is currently unassigned.}} Pursuant to the Alternative Dispute Resolution Act of 1996, 5 U.S.C. §§ 572 and 573, Beth S. Slavet is hereby appointed to act as a mediator in this matter. While the mediation is pending, all correspondence and pleadings relating to the negotiations should be addressed to:

Beth S. Slavet

 U.S. Department of Labor

 Office of Administrative Law Judges

 800 K St NW - Suite 400N

 Washington, DC 20001

 Phone: #

 FAX: #

Parties should write on the envelope of any and all material sent to the mediator: **MEDIATION PROCEEDING: DO NOT OPEN IN DOCKET.**

 Mediator Slavet will contact the parties regarding scheduling and other matters pertaining to the settlement negotiations.

 The appointment of a mediator does not automatically affect previously scheduled proceedings or deadlines. Any request for the suspension of such proceedings or deadlines must be directed to the presiding judge. *See e.g*., 29 C.F.R. § 18.13(e).

 **SO ORDERED.**

 **NAME**

District Chief Administrative Law Judge