Quick Guide: Finding and Using Smartsheet to Locate a DRC Mediator

1. DRC Website- Go to Dispute Resolution Commission (DRC) | North Carolina Judicial Branch
2. Find a Mediator- Find the Contents list on the site's right side, and click on Find a Mediator (the FIRST item under Contents), which automatically scrolls you down to the "Find a Mediator" Section where you will click on Find a Mediator
3. Court Ordered Mediation Program- Choose your Court Ordered Mediation Program of Interest (MSC, FFS, CMPE, CMP), which takes you to the Smartsheet List of Available Party-Selected Mediators certified in that program
4. Smartsheet List of Mediators- You are now on the Smartsheet List of Mediators You May Contact!
5. Tips for Navigating the Smartsheet Lists of Available Mediators-

   a) *Mediator's Profile Paperclip Link* ():
   Every DRC Mediator has a Mediator Profile, containing their contact information, training, and experience. You may access their profile by clicking on the Paperclip found in the First Column of each mediator's row/which and then clicking on the PDF Attachment that appear on the right side of the Smartsheet.

   b) *Columns*:
   You may also access the Mediator's Contact Information, Preferred Mediation Method, Districts Available to work in, Experience, Key Words by scrolling across a Mediator's Row on the Smartsheet.

   c) *Find a Particular Item:*
   If you want a SPECIFIC type of mediator (for example, you may want one who will work in a particular District or has specific Experience), click on the top of the column you desire, hit Ctrl+F, fill the Find box with your desired information, and hit next. The column will have highlighted your desired word in the column and allows you to easily scroll down the column and find those highlights!

   d) *Judicial District Maps (Districts are listed by their number):*
   If you're uncertain of your District's number, you may consult the Current North Carolina district court and superior courts maps effective January 1, 2024.