

To assist us in scheduling and preparing for your mediation, please complete this Intake Form with essential case information.

BASICS

Case Name:

Cause / Claim No.:

Court / Forum:

Mediation Voluntary or Court Ordered?

Current Trial Setting:

PARTIES

Primary Plaintiff / Claimant:

Primary Defendant / Respondent:

Additional Party(ies), if needed:

Party Type

Party Name

COUNSEL INFORMATION**Plaintiff / Claimant:**

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Defendant / Respondent:

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Additional Party(ies):

Party Name:

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Party Name:

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Party Name:

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Party Name:

Counsel name:

Counsel firm:

Counsel phone number:

Counsel email address:

Please list any additional parties below, if needed.

LOGISTICS

Caucus rooms needed:

Number of attendees for your side:

AV needs:

Disabilities or accommodations needed:

Interpreter needed? If yes, please specify language(s) needed:

CASE DOCUMENTS

Click [here](#) to upload the following documents:

- Your Live Affirmative Claims Pleading
- Your Live Responsive Claims Pleading
- Your Pending Dispositive Motions
- Your Order for Mediation / Scheduling Order

ADDITIONAL INFORMATION

Please use the box below to provide any additional information the mediator needs to know.

ACKNOWLEDGEMENTS

Please confirm your acknowledgement of our basic payment and cancellation policies.

Payment: We acknowledge that payment is required no later than seven days before the mediation session and that the mediator may cancel the mediation session if full payment is not received from all parties by this date.

Cancellation / Postponement: We acknowledge that it will be difficult, if not impossible, for the mediator to replace our scheduled mediation session if we cancel or reschedule within seven days of the date of our mediation session. We, therefore, agree that ½ of the mediation fee will be non-refundable in the event of cancellation or postponement of mediation less than seven days prior to the mediation date.