



THE MEDIATION PROCESS

TO BEGIN THE MEDIATION PROCESS, THE INITIATOR:

- SELECTS MEDIATION PROVIDER
- EXECUTES ATTACHED FORM
- ATTACHES A TYPED STATEMENT OF THE ISSUE IN DISPUTE
- ATTACHES A COPY OF THE REAL ESTATE CONTRACT THAT CONTAINS THE CLAUSE REFERRING TO MEDIATION
- FORWARDS ALL MATERIAL TO THE MEDIATION PROVIDER SELECTED

THE MEDIATION PROVIDER WILL CONTACT ALL PARTIES TO ARRANGE A MUTUALLY CONVENIENT TIME TO MEET. ALL FEE MATTERS TO BE DISCUSSED BETWEEN PARTIES AND MEDIATION PROVIDERS DIRECTLY
IF MEDIATION OCCURS AND ALL PARTIES RESOLVE THE DISPUTE WITH A MUTUALLY AGREEABLE SOLUTION

REQUEST TO INITIATE MEDIATION & AGREEMENT TO MEDIATE

I request that _____ mediate a dispute between the parties identified herein. I have executed and attached all necessary Provider documents.

(check one) _____ I would like the Provider to request other parties to mediate

_____ All parties have agreed to mediate voluntarily

_____ All parties are required to mediate

1. PARTY REQUESTING MEDIATION

Name: _____

If Company, Authorized Representative _____

Address: _____
City _____ State _____
Zip Code _____

Phone: _____ Fax: _____

LEGAL COUNSEL (if represented)

Name: _____
Phone: _____
Firm: _____
Fax: _____
Address: _____

2. OTHER PARTY TO DISPUTE (all information available)

Name: _____
If Company, Authorized Representative _____

Address: _____
City _____ State _____
Zip Code _____

Phone: _____ Fax: _____

I have authority to enter into and sign a binding written agreement to settle this dispute.
INITIALS _____

Legal Counsel (if represented)

Name: _____
Phone: _____
Firm: _____
Fax: _____
Address: _____

3. Have there been any formal court pleadings filed in this case? _____ Yes
_____ No

If yes, are there any trial dates or time limitations involved? _____ Yes _____ No

If yes, please explain time constraints: _____

Date: _____ Court _____
County _____
Court Case # _____
Judge _____

Are the parties required to mediate under the terms of an existing agreement?
 Yes No If yes, please attach a copy of the signed agreement.

**A BRIEF STATEMENT OF THE NATURE OF THE DISPUTE TO BE MEDIATED:
(TYPE OR PRINT CLEARLY)**

The Provider may charge an Administrative Fee to start the mediation process. This fee covers preparing the sets of documents, file administration, processing paperwork, scheduling and contacting the other parties to the mediation, if necessary. Location of mediation may require additional facility charges. Normally fees and expenses are shared unless otherwise agreed by the parties.

NAME _____
SIGNATURE _____ DATE _____

TYPE/PRINT _____