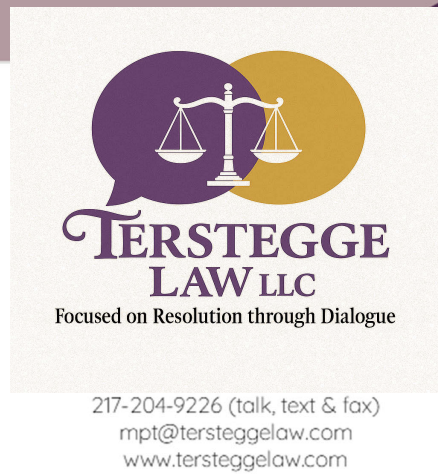




Please note our office location has changed to 535 Maine Street, Suite 12 (Maine Center Basement) Quincy, IL 62301

Re: Mediation Services- Retainer and Intake

Dear Mediation Client:

Thank you for choosing Terstegge Law, LLC. and Attorney Martia P. Terstegge for your family mediation services. I look forward to working with you to get an agreement for your family. Please review the enclosed documents, as detailed below. Upon completion, place the documents inside the enclosed return envelope and mail it to our offices. Understand that no mediation services will be scheduled until the non-fundable retainer fee paid and the enclosed documents are returned to our offices by both parties.

Limited Scope Mediation Retainer Agreement – Please review this document at length. If you are in agreement, sign this agreement and submit it to our offices prior to your appointment. Please do not forget to attach a money order or check for your equal share of the non-refundable mediation service retainer fee in the amount of \$625.00 each addressed to Terstegge Law, LLC. Be advised that scheduling of the mediation services will not take place until the non-refundable mediation service retainer fee is paid in full by both parties. You can also pay online at www.tersteggelaw.com. A \$30 processing fee is applied to every online card payment.

Mediation Intake Package – Please fill out this packet and submit it to the office prior to your appointment. Mark any information that you would like to be kept completely confidential and not to be shared during mediation; as any non-marked item could be shared to the other party during the course of mediation. Included any and all supporting documentation you want to use during the mediation.

Finally, here are some things to consider prior to your appointment.

I, by default utilized the caucus method of mediation. What that means is that you, the other party, and me will all sit together at the same table and come up with reasonable and agreeable terms to solve the issues at hand. During this time, everyone's voice is heard and considered. We do so in a peaceful and respectful way that attacks the issues not the person. At no time is bullying acceptable or tolerated during the session. Of course, if you feel uncomfortable with this method, or if there is a

Court Order that prohibits this method (such as a protective order), please let me know when you schedule your appointment, and I would be happy to use another method of mediation.

I encourage you to prepare prior to your appointment by thinking about the different issues and coming up with a solution for each one. Consider your thoughts, the other parent's thoughts, and what would be in the best interests for your child(ren), now, and in the future. How might what you think is a solution would, first benefit the child(ren) and, second how might it harm them? Feel free to bring in notes and be prepared to take notes during our session.

Mediation takes time. Communication takes time. Trust takes time. Please come prepared and ready to tackle the issues. Be ready to share facts and solutions, rather than emotions. I understand that these issues are sensitive and involve matters closest to your heart, your child(ren). Rather than focus on the negative, think of this time as the first step into the next phase of your family. Use this time to begin to co-parent and solve issues together as separated parents. In scheduling, please allow one to two hours for the first session. Some mediations take more than one session and that I okay. If needed other sessions can be scheduled at any time after your first session.

I look forward in working with you to come up with solutions. Once completed, place the enclosed documents inside the enclosed return envelope, with payment, and mail it to our offices. Understand that no mediation services will be scheduled until the non-fundable retainer fee paid and the enclosed documents are returned to our offices by both parties.

I will now wait to hear from you in this regard.

Best Regards,

A handwritten signature in black ink, appearing to read 'Martia P. Terstegge'. The signature is stylized with large, flowing loops and is positioned over the printed name.

Martia P. Terstegge



Martia P. Terstegge #6325897
Mediation Services
535 Maine Street, Suite 12
(Maine Center Basement)
Quincy, IL 62301
(217) 204-9226 (talk, text & fax)
mpt@tersteggelaw.com
www.tersteggelaw.com

Mediation Intake **Packet**

Please fill out this packet and submit it to the office prior to your appointment. Please mark any information that you would like to be kept completely confidential and not to be shared during mediation; as any non-marked item could be shared to the other party during the course of mediation.

Date: _____

☐ Divorce ☐ Separation ☐ Modification ☐ Parentage
☐ Pre-nuptial ☐ Children ☐ Legal Separation ☐ Other: _____

Is there a pending Court Case? ☐ No ☐ Yes County: _____

What are the next pending Court dates (time & date): _____

Your General Information

Full Name: _____

Home Address: _____

Home Phone No.: (_____) - _____

Work Phone No.: (_____) - _____

Cell Phone No.: (_____) - _____

E-mail Address: _____

Are you an U.S. Citizen? ☐ No ☐ Yes

Member of the Armed Forces of the United States on *active duty*? ☐ No ☐ Yes

If Yes:

Please "star" preferred mode of communication.

Branch: _____ Rank: _____ MOS: _____

Relationship Information

Are you and the opposing party currently married? ☐ No ☐ Yes

If Yes:

Have you signed anything to affect this case i.e. prenuptial, postnuptial agreement or other documents presented to the opposing party? ☐ No ☐ Yes

Date of Marriage: _____ Marriage City, State and County: _____

If No:

Date of Dissolution: _____ Dissolution Case No: _____

Location of Dissolution (City, State, County): _____

Attorney/Firm that represented you: _____

Attorney/Firm that represented the opposing party: _____

Outcome of the Dissolution: _____

Do you and the opposing party have any children biologically or adopted? ☐ No ☐ Yes

If Yes:

Name of Child (First, Middle, Last)	Gender (M/F)	Date of Birth (xx/xx/xxxx)	Who has Primary Custody?	Since When?

List previous address/es where your child/ren has/have resided (up to last 5 years)

Have you been previously married?: ☐ No ☐ Yes

If Yes, please list details of each: _____

Are there any child/ren born or adopted of just you? ☐ No ☐ Yes

If Yes:

Name of Child (First, Middle, Last)	Gender (M/F)	Date of Birth (xx/xx/xxxx)	Who has Primary Custody?	Since When?

Do you reside in the same house as the opposing party? ☐ No ☐ Yes

If No:

What date did you and the opposing party separated? _____

What reason did you and the opposing party separate? _____

Are you involved in another relationship? ☐ No ☐ Yes

If Yes:

Does the opposing party know of the relationship? ☐ No ☐ Yes

Name of the Person/s: _____

Nature of the relationship: _____ Length of Relationship: _____

Are currently living together or having sleepovers? ☐ No ☐ Yes

Are there any existing Court or Administrative Orders with the opposing party, including DCFS or Child Protective Services? ☐ No ☐ Yes

If Yes:

State & County of Order: _____ Date last Order was Entered: _____

Who was the Petitioner? _____ Who was the Respondent? _____

Case Number: _____

Next Court Date: _____

Your Employment Information

Are you employed?

☐

No

☐

Yes

If Yes:

Name of employer: _____

Employer's Address: _____

Job Title: _____

Salary or Hourly Rate: _____ Employed Since: _____

If No:

Name of last Employer: _____

Last Job Title: _____

Gross Annual Wages (as reported on last tax return): _____

Select the highest level of your education/training:

☐

Grade School

☐

High School

☐

GED

☐

Vocational

☐

College

☐

Post-Graduate

Opposing Party's Information

Full Name: _____

Home Address: _____

Home Phone No.: (_____) - _____

Work Phone No.: (_____) - _____

Cell Phone No.: (_____) - _____

E-mail Address: _____

Prior Marriages (list dates and reason for divorce): _____

Are there any child/ren born or adopted of just the opposing party?

☐

No

☐

Yes

If Yes:

Name of Child	Date of Birth	Who has Primary Custody?	Since When?

Is the opposing party involved in another relationship? ☐ No ☐ Yes

If Yes:

Name of the Person/s: _____

Nature of the relationship: _____ Length of Relationship: _____

Are they currently living together or having sleepovers? ☐ No ☐ Yes

Mediation Information

Please attach the following documents if you have them:

☐ Proposed Parenting Plan
 ☐ Current Parenting Plan
 ☐ Petition/Response at Hand
☐ Order of Protection Petition
 ☐ Order of Protection Order
 ☐ Summary from Attorney

What would be your ideal Parenting Time schedule? _____

What would be your ideal Parental Decision-Making designation?

Education	☐ Joint	☐ You	☐ Opposing Party
Religion	☐ Joint	☐ You	☐ Opposing Party
Health Care	☐ Joint	☐ You	☐ Opposing Party
Extra Curriculars	☐ Joint	☐ You	☐ Opposing Party

Are there any safety concerns? If yes, than list and explain.

Are any issues that you would not agree to or find are “hard nos”? If yes, than list and explain.

Are there any issues that must be included in any agreement or are “hard yess”? If yes, than list and explain.

Do you and the opposing party have an agreement? If yes, provide the details below or attach extra pages:
