

**Pre-Suit Mediation Intake Form**

**Introduction**

*The following information is requested for two purposes: first, to allow me to identify important issues applicable to this mediation and second, to allow you to do a pre-mediation inventory of the issues and circumstances that are important. Please feel free to provide additional information as you may deem necessary or relevant. Also, please feel free to ignore any questions that you may feel need not be revealed at this time. Please answer as briefly as you can; if you feel a longer answer is required, identify in the space provided an exhibit with additional information.*

**Confidentiality**

*As with all communications received by me during the pre-mediation process, all of this information will be treated with strict confidentiality and will not be divulged to anyone without specific permission.*

**Identification of Parties:**

Are there any special needs or particular accommodations required by any of the parties or their representatives who will attend the mediation?

Are there any special dietary requirements that will be required by any person attending the mediation?

Please identify all persons who will attend the mediation and their respective capacities in relation to the mediation [whether represented by you or not]:

Person	Capacity
_____	_____
_____	_____
_____	_____
_____	_____

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Please identify all persons WHO WILL NOT ATTEND the mediation, but who may have some authority or decision-making power in relation to this mediation and their respective capacities [whether represented by you or not]:

Person	Capacity
_____	_____
_____	_____
_____	_____
_____	_____

Identify other persons or parties who ARE NOT PART OF THIS DISPUTE who may have some bearing on the outcome of this mediation.

Person	Capacity
_____	_____
_____	_____
_____	_____

Will a person with authority to fully bind the parties to a settlement attend the mediation? Yes / No

If not, please identify the person whose signature or authority is necessary and the reasons why such person will not attend the mediation.

Please select the category or categories of dispute that best suit this case:

Property	Personal Injury	Family
Business	Corporation	Partnership
Intellectual Property	Government	Tax
Land Use	Negligence	Consumer
Landlord/Tenant	Labor/Employment	Probate
Environmental	Professional Negligence	Medical Malpractice
Family Dispute	Construction	_____
_____	_____	_____

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Have any of the participants ever been to mediation before? Yes / No  
If yes, please provide the name of the person.

If separate caucus rooms will be necessary, how many rooms will be required by all parties?

Will you require any special audio or visual equipment for your mediation presentation? If so, please specify whether you will make arrangements for the necessary equipment and identify what equipment will be used.