

Office Case #: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_  
 Referred By: \_\_\_\_\_  
 County: \_\_\_\_\_

**EARLY SETTLEMENT MEDIATION  
 REAL ESTATE INTAKE FORM**

**Instructions:** Please complete all applicable fields for **BOTH** parties, and submit by email, postal mail, or fax to your local Early Settlement Office.

Upon receipt, the program office will contact both parties to discuss options for scheduling.

**Mediation Scheduling: (Office Only)**

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Mediators:** \_\_\_\_\_

**Initiator:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Work #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Initiator's Attorney (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Attorney Plans to Attend Mediation:  Yes  No

**Real Estate Firm:**

Company Name: \_\_\_\_\_  
 Associate/Broker: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Meeting space can be provided for mediation:  Yes  No

**Respondent:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Work #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Respondent's Attorney (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Attorney Plans to Attend Mediation:  Yes  No

**Real Estate Firm:**

Company Name: \_\_\_\_\_  
 Associate/Broker: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_  
 Business #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Meeting space can be provided for mediation:  Yes  No

**ISSUES TO BE DISCUSSED:**

Property     Personal Property     Money/Debt Owed  
 Other: \_\_\_\_\_    Amount Involved \$ \_\_\_\_\_