

## INTAKE FORM

**Date of Mediation:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Location:** \_\_\_\_\_

### Defendant(s) & Council(s)

**Lawyer Name:** \_\_\_\_\_  
**Legal Assistant:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Party(ies) represented:** \_\_\_\_\_

**Lawyer Name:** \_\_\_\_\_  
**Legal Assistant:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Party(ies) represented:** \_\_\_\_\_

**Lawyer Name:** \_\_\_\_\_  
**Legal Assistant:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Party(ies) represented:** \_\_\_\_\_

**Lawyer Name:** \_\_\_\_\_  
**Legal Assistant:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Party(ies) represented:** \_\_\_\_\_

## Plaintiff(s) & Council(s)

Lawyer Name: \_\_\_\_\_  
Legal Assistant: \_\_\_\_\_  
Law Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Party(ies) represented: \_\_\_\_\_

Lawyer Name: \_\_\_\_\_  
Legal Assistant: \_\_\_\_\_  
Law Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Party(ies) represented: \_\_\_\_\_

Lawyer Name: \_\_\_\_\_  
Legal Assistant: \_\_\_\_\_  
Law Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Party(ies) represented: \_\_\_\_\_

Lawyer Name: \_\_\_\_\_  
Legal Assistant: \_\_\_\_\_  
Law Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Party(ies) represented: \_\_\_\_\_

**What are your Audio-Visual Needs?** None Screen Projector Other

**Do you plan to have a Joint Session?** Yes No

**How many breakout rooms will you need?** 1 2 3 4 or more

**How will mediation fee be split?**

2-ways 3-ways 4-ways 5-ways 6-ways or more