

MEDIATION INTAKE SUMMARY

Date of Mediation _____

Date Case Filed: _____

Mediators: _____

Small Claims Case No. _____

Plaintiff: _____

Defendant: _____

Address: _____

Address: _____

_____ Day Phone: _____

_____ Day Phone: _____

_____ Evening Phone: _____

_____ Evening Phone: _____

Please indicate with an X whether party prefers to be called day or evening.

TYPE OF CASE

_____ Landlord/Tenant _____ Automobile Accident _____ Property

_____ Commercial Dispute: _____

_____ Interpersonal Dispute: _____

_____ Other: _____

Judgment sought by Plaintiff: _____

SETTLEMENT

_____ SETTLED – Terms: _____

_____ PARTIAL SETTLEMENT – Terms: _____

_____ NOT SETTLED

Who ended the mediation? Plaintiff _____ Defendant _____ Mediators _____ All _____

Is party willing to be called for follow up information? Plaintiff Defendant
Yes No Yes No

(Please circle appropriate response)