

MEDIATION INTAKE SUMMARY

Date of Mediation \_\_\_\_\_

Date Case Filed: \_\_\_\_\_

Mediators: \_\_\_\_\_

Small Claims Case No. \_\_\_\_\_

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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.

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TYPE OF CASE

\_\_\_\_\_ Landlord/Tenant \_\_\_\_\_ Automobile Accident \_\_\_\_\_ Property

\_\_\_\_\_ Commercial Dispute: \_\_\_\_\_

\_\_\_\_\_ Interpersonal Dispute: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Judgment sought by Plaintiff: \_\_\_\_\_

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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)