## Party A Information Initiator

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Party A Name: |  |  |  | Phone #: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contact Date: |  | A# |  | Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age: |  | Gender: |  | Ethnicity: |  |

|  |  |
| --- | --- |
| Department: |  |

|  |
| --- |
| Party A’s Conflict and Desired Outcome: |
|  |

Days Available to Attend Mediation:  M  T  W  TH  F

Hours Available to Attend Mediation between 8 a.m. and 5 p.m.:

## Party B Information Respondent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Party B Name: |  |  |  | Phone #: |  | |  | Last | First | M.I. |  |  |  |  |  |  | | --- | --- | --- | | Address: |  |  | |  | Street Address | Apartment/Unit # |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  | | |  | |  | | | | |  | | City | | | State | | ZIP Code | | | | | Contact Date: |  | | A# |  | | Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Age: |  | Gender: |  | Ethnicity: |  |  |  |  | | --- | --- | | Department: |  |   Party B’s Conflict and Desired Outcome:   |  | | --- | |  |   Days Available to Attend Mediation:  M  T  W  TH  F  Hours Available to Attend Mediation between 8 a.m. and 5 p.m.: |

## Case-Type Category of Dispute

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employment | Discrimination | Organization | Service | Other |

## Intake Information

|  |  |  |  |
| --- | --- | --- | --- |
| Intake Coordinator: |  | Campus Phone # |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Department: |  |

## Additional Information

**ALL PARTIES HAVE AGREED TO MEDIATION?**   Yes  No

Is this matter under investigation by the District Attorney?  Yes  No

Is this incident currently pending litigation?  Yes  No

Is there a need for a translator?  Yes  No

|  |  |
| --- | --- |
| If so, what language? |  |

Is there a need for special accommodations?  Yes  No

|  |  |
| --- | --- |
| If yes, what? |  |