

# 2016 MEDIATION INTAKE FORM

Visit Website: [www.burlington-attorneys.com](http://www.burlington-attorneys.com)

The website has more information about Ryan; information about Mediation, Frequently Asked Questions (pg 4), and also has *DOWNLOAD LINK* for a .PDF format of the Personal Data and Information sheet.

Is Ryan Default Mediator? \_\_\_\_\_ Referred by: \_\_\_\_\_

**Information to tell Mediation client:**

- 2 Hour Min. \$100.00 per hour per person—\$200.00 for you & \$200.00 for other side- PAYMENT DUE 3 BUSINESS DAYS PRIOR TO APPOINTMENT
- Once the other party has called in, I will then call you back with our first available appointment.
- If you are in communication with the other party let them know that we're Waiting to hear from them before we can schedule an appointment
- If you have the other parties' Attorney name, I will try to reach their attorney and try to get this scheduled sooner.  
(if Pro Se then get other parties' phone number and we will try to contact them.)

Have you ever had contact with Ryan Gerling or Cray Law Firm? \_\_\_\_\_ Yes \_\_\_\_\_ No

Client Number One Information: Intaker Initials: \_\_\_\_\_

First Contact Date: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Other Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

(c) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_ O.K. to share \_\_\_\_\_

**OTHER PARTY'S NAME:** \_\_\_\_\_

Atty: \_\_\_\_\_

Assistant: \_\_\_\_\_

Will Attorney Attend?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Other Attending?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

• Part of Ryan's job as your mediator is that we have to ask you a few questions; These are a required of Ryan as a Roster Mediator; This is information is confidential and will not be shared with anyone other than Ryan.

• Are there any "no contact orders" in place between you and (insert other party name) \_\_\_\_\_ Yes \_\_\_\_\_ No  
Tell me about the no contact order: \_\_\_\_\_

• Do you feel afraid or threatened by (insert other party name) for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Tell me about this: \_\_\_\_\_

• Are there any domestic violence problems between you and (insert other party name)? \_\_\_\_\_ Yes \_\_\_\_\_ No

• Tell me about this: \_\_\_\_\_

• Has (insert other party name) ever Hit you? \_\_\_\_\_ Threatened you? \_\_\_\_\_ Used physical force against you? \_\_\_\_\_

• Have the police been called to your home? \_\_\_\_\_ Yes \_\_\_\_\_ No  
What for?: \_\_\_\_\_

• NOTES: \_\_\_\_\_

**Case Information:**

Case Number: \_\_\_\_\_

County: \_\_\_\_\_

Pending: \_\_\_\_\_

**Attorney for the Children:**

Attorney: \_\_\_\_\_

Will Attorney Attend? \_\_\_\_\_ Yes \_\_\_\_\_ No

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ Explained Payment?

\_\_\_\_\_ Explained Personal Data and Info Form?

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Client Number One Information: Intaker Initials: \_\_\_\_\_  
 First Contact Date: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
 Name: \_\_\_\_\_ M.I. \_\_\_\_\_  
 Other Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
           (c) \_\_\_\_\_ (fax) \_\_\_\_\_  
 Email: \_\_\_\_\_ O.K. to share

**OTHER PARTY'S NAME:** \_\_\_\_\_

Atty: \_\_\_\_\_  
 Assistant: \_\_\_\_\_  
Will Attorney Attend?  
 Yes  No  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
Other Attending?  
 Yes  No  
 Name: \_\_\_\_\_

1. Part of Ryan's job as your mediator is that we have to ask you a few questions; These are a required of Ryan as a Roster Mediator; This is information is confidential and will not be shared with anyone other than Ryan.
2. Are there any "no contact orders" in place between you and (insert other party name)  Yes  No  
 Tell me about the no contact order: \_\_\_\_\_
3. Do you feel afraid or threatened by (insert other party name) for any reason?  Yes  No  
 Tell me about this: \_\_\_\_\_
4. Are there any domestic violence problems between you and (insert other party name)?  Yes  No
5. Tell me about this: \_\_\_\_\_
6. Has (insert other party name) ever Hit you?  Threatened you?  Used physical force against you?
7. Have the police been called to your home?  Yes  No  
 What for?: \_\_\_\_\_
8. NOTES: \_\_\_\_\_

Explained Payment?  
 Explained Personal Data and Info Form?

**Ryan's Proposed Mediation Times:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FINAL MEDIATION APPT. TIME:**  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_ AM/PM — \_\_\_\_\_ AM/PM  
 Date Payment Due by: \_\_\_\_\_  
 Date to Cancel by: \_\_\_\_\_