Joy HRC Inc.

Alternative Dispute Resolution Services

Suite 1136

343 Preston Street,

Ottawa, Ontario

K1S 1N4

**GENERAL MEDIATION INTAKE FORM**

**(Completed by each party to the mediation)**

In preparation for your mediation please complete and return this Intake Form to Kevin Sawyer

**5 days in advance**of your first call/meeting with your mediator.

Please return your completed form to Kevin Sawyer by email to adr@joyhrc.com or by fax to

613-435-0272. Please save the completed document to your computer before emailing it.

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| **Full Name** |  |
| **Home Address**  **(with postal code)** |  |
| **Telephone**  **Home**  **Work**  **Cell** |  |
| **Fax Number** |  |
| **Email Address**  **(where permitted to send confidential emails** |  |
| **Your Birth Date** |  |
| **Name and address of Employer** |  |
| **Gross annual income** |  |
| **Referred by** |  |
| **Your Lawyer’s Name** |  |

**Please answer the questions below as completely as possible. The information is confidential. If you require more space, please use a separate sheet:**

• What issues/topics do you feel need to be discussed?

• What reasoning supports your position on the issue? Please explain your argument:

• Do you have any concerns about meeting with your partner in my presence? If so, please explain.

• Is there anything in your past relationship (e.g. the way you argued, power/control issues, abuse issues) that might affect your ability to speak freely in the mediation?

• How did you hear about our mediation services?

• You have any special accommodation needs? For example, please let us know if we should not contact you at certain telephone numbers or email accounts or leave confidential messages. (For example, some clients prefer we not leave messages at home or work or in some cases email accounts are not private).