

# FORT BEND COUNTY DISPUTE RESOLUTION CENTER

Where Conflict Meets Solution

## CIVIL MEDIATION REQUEST INSTRUCTIONS

The Fort Bend County Dispute Resolution Center (DRC) offers mediation services at a reduced fee for many civil conflicts for citizens in Fort Bend and surrounding counties. Some of these civil issues include, but are not limited to landlord-tenant disputes, business issues, neighborhood disputes, property damage or infringement issues, property damage automobile accidents, and similar problems. Individual participants are charged a fee based on their gross household income. Business entities are charged a flat fee. Attached you will find a Civil Mediation Intake Form for your completion.

1. Eligibility - In order to be eligible for a civil mediation to be conducted through the Reduced Fee Program provided by the Fort Bend County DRC, the amount in controversy may not exceed \$25,000.
2. The party initiating mediation will be required to include a \$10 non-refundable application fee. The application fees are applied to the mediation session fees.
3. If the case in dispute meets the eligibility requirements, please fill out the Civil Mediation Intake Form completely and legibly. The addresses provided for the parties and their counsel should be mailing addresses – business address for a business disputes, and home (not work) address for a dispute with a private individual. If the dispute involves rental property, please include the name and mailing address of the owner or management company of that property, unless the local on-site managers have settlement authority.
4. The completed Civil Mediation Intake Form **must be received by the DRC from each party prior** to scheduling mediation. You may return the form via fax (281) 232-6443, email [fortbenddrc@aol.com](mailto:fortbenddrc@aol.com) or mail 211 Houston Street, Richmond, Texas 77469.
5. All parties must agree to the mediation date/time prior to any confirmation being sent for the mediation.
6. Mediations are typically scheduled for half-day beginning at 9:00 a.m. or 1:00 p.m. Monday through Friday.
7. If the parties do not qualify for mediation to be conducted through the Reduced Fee Program offered by the DRC, upon request, the DRC will provide you with free information regarding private mediators.
8. If you have any questions, please contact the DRC at (281) 342-5000.

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DRC# \_\_\_\_\_

## CIVIL MEDIATION INTAKE FORM

This form is to be completed and returned to the DRC via Email at [fortbenddrc@aol.com](mailto:fortbenddrc@aol.com), Fax (281)232-6443 or Mail to Fort Bend County Dispute Resolution Center, 211 Houston Street, Richmond, Texas 77469. If you have questions, please call our intake coordinator at (281) 342-5000. **ELIGIBILITY:** Amount in controversy may not exceed \$25,000

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_ Court: \_\_\_\_\_ Judge: \_\_\_\_\_ County: \_\_\_\_\_  Case Not Yet Filed

Case Style: \_\_\_\_\_

The Parties & Attorneys Agree to, and Request Mediation Be Scheduled on \_\_\_\_\_ at 9 am / 1 pm (circle one)

**PARTIES:** (If necessary, attach a separate sheet listing any additional parties and their respective legal counsel).

Plaintiff(s): \_\_\_\_\_

Defendant(s): \_\_\_\_\_

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

Street Address

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

Street Address

City, State, Zip

City, State, Zip

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

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

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

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

\*Gross Household Income: \_\_\_\_\_

\*Gross Household Income: \_\_\_\_\_

**ATTORNEY INFORMATION:** (Please complete if party represented by counsel):

Plaintiff(s) Attorney: \_\_\_\_\_

Defendant(s) Attorney: \_\_\_\_\_

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

Street Address

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

Street Address

City, State, Zip

City, State, Zip

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

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

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

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

### **CASE TYPE:**

- Personal injury damage (involving / other than) a motor vehicle.     Credit Card     Consumer / Merchant  
 Insurance     Landlord / Tenant     Neighborhood / Community     Other: \_\_\_\_\_

Amount in Controversy (including attorney's fees requested): \$ \_\_\_\_\_

Resolution Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Accommodations:** Do any of the parties require any special accommodations (i.e., physical limitations, etc.)  Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing below you are certifying that the information you have provided herein is true and correct. You are further stating that you understand that parties who fail to appear or fail to cancel mediation at least 48 hours in advance are liable for payment in full.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ and/or \_\_\_\_\_  
Petitioner/Respondent Signature Attorney Signature

**DRC mediators are volunteers. In consideration of their time and that of all parties concerned, please notify the DRC at least 48 hours in advance if you are unable to attend the session. If you have further questions, feel free to call the DRC at 281-342-5000.**

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**ONLY PARTIES AND THEIR ATTORNEYS ARE PERMITTED IN THE MEDIATION.**

***Children, pets, firearms, recording devices, and photography are not permitted on the premises.***

***PARTIES WHO FAIL TO APPEAR OR FAIL TO CANCEL MEDIATION AT LEAST 48 HOURS  
IN ADVANCE ARE LIABLE FOR FULL PAYMENT.***

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***\*\*\*All mediations are conducted in English. Please bring an interpreter, if needed.  
Por favor traiga un interprete a corte, si es necesario\*\*\****