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 may qualify for a reduced fee based upon their gross household income. Proof of income will need to be provided in order to qualify. Business entities are charged a flat fee. Attached you will find a Civil Mediation Intake Form for your completion.

- 1. Please fill out the Civil Mediation Intake Form completely and legibly and provide all requested information. 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.
- 2. The cost of mediation is per party, per session, and is based upon the total amount in dispute, including any attorney's fees which are pled for recovery.
- 3. 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 email fortbenddrc@aol.com or mail 211 Houston Street, Richmond, Texas 77469.
- 4. All parties must agree to the mediation date/time prior to any confirmation being sent for the mediation. Please contact the DRC directly regarding date availability.
- 5. Mediations are scheduled for half-day beginning at 9:00 a.m. or 1:00 p.m. Monday through Thursday and Fridays beginning at 9:00 a.m.
- 6. If you have any questions, please contact the e DRC at (281) 342-5000.

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CIVIL MEDIATION INTAKE FORM

This form is to be completed and returned to the DRC via Email at fortbenddrc@aol.com 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.

Date:				
Case Number:	Court:	Judge: County: _	☐ Case Not Yet Filed	
Case Style:				
The Parties & Attorneys	Agree to, and Request Mediatio	n Be Scheduled on	at □ 9 am □ 1 pm (check one)	
PARTIES: (If necessar	ry, attach a separate sheet listi	ng any additional parties and their re	espective legal counsel).	
laintiff(s):		Defendant(s):		
*Address:	Street Address	*Address:	Street Address	
 Геl:	City, State, Zip Fax:		City, State, Zip Fax:	
Email:		Email:		
*Gross Household Income:		*Gross Household	*Gross Household Income:	
ATTORNEY INFORM	MATION: (Please complete if	f party represented by counsel):		
Plaintiff(s) Attorney:		Defendant(s) Attorney:		
Address:	Street Address	Address:	Street Address	
 Tel:	City, State, Zip Fax:	 Tel:	City, State, Zip Fax:	
CASE TYPE:				
☐ Personal in	jury 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:				
<u>Special Accommodations</u> : 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				
Petitioner/Respondent Signature and/or 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 contact the DRC at (281) 342-5000.

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.

***All mediations are conducted in EnglishPlease bring an interpreter with you to mediation if one is needed.

Por favor traiga un interprete a corte, si es necesario***