

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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DRC# _____

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 Mediation Be Scheduled on _____ at 9 am 1 pm (check 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: _____

