

MEDIATION REQUEST FORM

Center for Dialog & Resolution

738 Broadway, Suite 400 • Tacoma, WA 98402

Phone: 253.572.3657 • Fax: 253.572.3579 • Email: reception@pccdr.org

Party initiating mediation request:

Name: _____

Address: _____

Contact Number: _____

Cell Home Work

(Email) _____

Support Person*: _____

(first name/relationship)

How were you referred to the Center? _____

Party responding to mediation request:

Name: _____

Address: _____

Contact Number: _____

Cell Home Work

(Email) _____

Contact Number: _____

Cell Home Work

(Email) _____

Please fill in the following **ONLY** if you have an attorney **AND** they will be attending the mediation.

Requesting attorney is responsible for coordinating mutually agreeable dates and times.

Attorney

Name: _____

Address: _____

(W) _____ (Fax) _____

Contact: _____

(Email): _____

Attorney

Name: _____

Address: _____

(W) _____ (Fax) _____

Contact: _____

(Email): _____

Do any **PROTECTION** or **RESTRAINING ORDERS** exist between the parties?

NO **YES** (If yes, copy of current orders are required with this form.)

Do you want a **SETTLEMENT CONFERENCE MEDIATION** or a **FACILITATIVE MEDIATION**?

See all types and fees and comparison chart on back

Payment must accompany this form.

Case Type:

- | | |
|---|--|
| <input type="checkbox"/> Parenting Plan Modification | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Parenting Plan Original | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Dissolution without children | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Dissolution with children | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Bar Complaint | <input type="checkbox"/> Landlord/Tenant |
| <input type="checkbox"/> Property Claim | <input type="checkbox"/> Neighborhood |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Other: _____ |

For Settlement Conference only:

Does this need to be reported to the Pierce County Superior Court? No Yes

Cause #: _____ Trial Date: _____

Judge: _____ Petitioner: _____

Please list **3 dates and times**, which are **4 weeks out from the date of your payment.**

Monday - Thursday: 9:00 AM, 1:00 PM, 5:30 PM Friday & Saturday: 10:00 AM

1. _____ 2. _____ 3. _____

MEDIATION SERVICES COMPARISON

	Settlement Conference \$250 per party	Facilitative Mediation \$200 per party
Court Requirements	Fulfills pre-trial court requirement and the center files a service report with the court.	Fulfills dispute resolution requirement; may fulfill pre-trial requirement
Attorney's role (if you have an attorney)	Represents their client in settlement negotiations. If parties are self-represented, they will be referred to facilitative mediation, to fulfill the court requirement.	Clients speak for themselves during mediation. Attorney may be present to observe the process and support their client with legal advice during breaks.
Room set up	Shuttle-style mediation with THREE (3) rooms.	Joint session with Parties and Mediators in ONE (1) room.
Process	Settlement focused, directive, and evaluative. Agenda is set by unresolved legal issues.	Collaborative style that allows the parties to resolve conflict through structured communication. Agenda is not limited to legal issues.
Professional Mediator Volunteer	One Attorney-Mediator with at least FIVE (5) years' practice and PCCDR Settlement Conference Training.	Co-mediation model with TWO (2) Facilitative Mediators. No Attorney-Mediator.
Materials	As required by local court rules, a brief summary of case, positions, and possibility for settlement are due to PCCDR TWO (2) working days prior to session.	Parties bring relevant documents to the session.
*Support Person	Support People are always welcome in the waiting room. At the mediator's discretion, the Support Person may participate in the mediation.	Support People are always welcome in the waiting room. By mutual agreement a Support Person may be present in the mediation room.

ALL PARTIES' FEES ARE DUE IN FULL PRIOR TO SCHEDULING

The coordination of dates and times takes into account the availability of each party as well as our office schedule.

Facilitative Mediation – Joint Session Shuttle Facilitative Mediation Telephone Facilitative Mediation Settlement Conference Mediation Landlord/Tenant	\$200 per party \$250 per party \$300/\$200 \$250 per party \$50 per party non-refundable	\$100 additional for party requesting shuttle \$300 out of area/\$200 in person Two hour session
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RESCHEDULING AND CANCELLATIONS

- The party who postpones A) within 10 business days of the scheduled mediation date will pay a **rescheduling fee of \$50.00** or B) within 2 business days will pay a **rescheduling fee of \$200.00**
- Parties must agree on and re-schedule a new mediation within 60 days of the postponement date.
- When a session is **cancelled within 10 business days** of a scheduled mediation by any party, the entire fee for both parties is **nonrefundable**.
- When a case is **closed prior to being scheduled** or a session is **cancelled prior to 10 business days** before the scheduled mediation date by any party, PCCDR retains \$100.00 per party for administrative services.

SECOND SESSIONS:

When an additional session is requested following a completed mediation, standard mediation rates apply.