

**ATTORNEY'S INFORMATION SHEET
AND REQUEST FOR MEDIATION**

Scheduled Date for Mediation: _____, at _____ am/pm for a half/full -day.

Re: Cause No: _____ **Court:** _____

1. Please identify the party-plaintiff (identify authorized representatives, if known) and attorneys of record who will be present at mediation:

2. Please identify the party-defendant (identify authorized representatives, if known) and attorneys of record who will be present at mediation:

3. Please identify any other of parties (specify “intervenor” etc.) (identify authorized representatives, if known) and attorneys of record who will be present at mediation:

4. Please describe the nature of the Plaintiff’s claims and the Defendant’s defenses and counterclaims:

5. What relief is sought by the parties:

6. What are the primary disputed issues of law or fact in this case, from your perspective?

7. What is the status of discovery (1) little or none; (2) some discovery done but substantially incomplete; or (3) substantially complete or complete).

8. (A) Do you have sufficient information to form a realistic settlement position? If not, what else is needed?

(B) What are the last offers of the parties?

ON BEHALF OF _____, ONE OF THE PARTIES IN THE ABOVE CAUSE, THE UNDERSIGNED REQUESTS THAT DAMON MEEKS AGREE TO ACT AS MEDIATOR IN THE ABOVE CASE, AND, AS ATTORNEY OF RECORD AND ON BEHALF OF MY CLIENT, AGREE TO BE BOUND BY THE "RULES FOR MEDIATION" PROVIDED BY THE MEDIATOR TO ME, AND PRINTED ON THE ATTACHED.

DATED the _____ day of _____, 2010

Respectfully submitted,

Attorney of Record