

Mediation Information Sheet

1. Name, title, address and telephone number of all parties and counsel who will be attending the mediation:

2. A copy of each party's latest pleading filed with the court and deadlines/trial dates in your case:

3. Do you have enough information to make a settlement offer?

Yes _____

No _____ and this is what is needed:

I encourage you to complete any unfinished, minor discovery matters such as exchanging documents, supplementing interrogatories etc. and either exchange prior to mediation or at the mediation and please bring me the latest paystub and statements of any accounts we are discussing, if applicable. If none are available at this point, please bring along with you contact numbers so that we may call as needed to the appropriate entity (eg payroll department, benefits office, banks, brokerage firms, etc.). I have no problem helping the attorneys and parties out in this regard and open disclosure encourages settlement.

4. History of settlement offers from the time the case commenced (or just attach your latest settlement proposal if in writing);

5. Disputed Issues of fact and law and what factual, legal, and practical issues exist which believe affect each party's chance of winning at trial:

6. Anything you'd like to tell me about your case and each party's needs:
