



RIVERDALE MEDIATION

GENERAL/CIVIL & ESTATE MEDIATION INTAKE FORM

This document is strictly confidential, and is requested as part of a closed /off-the-record mediation process. It is designed to assist us in preparing for your first meeting with the mediator, and will be seen only by our office personnel.

Date: _____ Referred by: _____

Name: _____

Address: _____

Telephone _____ Cell / Alternate _____

Confidential Email _____

Is it ok to use above email address? Yes No

COURT FILE INFORMATION:

Title of proceedings: _____

Court File No: _____

How far has the case progressed? (e.g – settlement conference? Pre-trial?)

Your Lawyer's Name/Firm: _____

Telephone: _____

E-mail: _____





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OTHER PARTY/PARTIES:

Name: _____

Address: _____

Telephone: _____ Cell / Alternate: _____

His/Her Lawyer's Name/Firm: _____

Telephone: _____

E-mail: _____

What is this dispute about?

What do you want to achieve in this mediation?

What do you think the other party wishes to achieve in this mediation?





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Is there any reason why you and the opposing party/parties cannot meet in the same room?

How much time are you able to spend in mediation?

What do you consider to be the main obstacles to settlement?

Please attach the following to this intake form:

- Offers of Settlement
- Brief statement of the history of the dispute (1 page max.)
- Brief statement of the law (1 page max.)

**Please send this completed form to
hello@riverdalemediation.com or fax it to (416) 593-1352.**

**Please contact us if you have any questions
about this form: (416) 593-7100 ext. 285.**

