

**CASE INFORMATION FORM  
(Request for Mediation)**

**Please attach copy of the Sales Contract.**

**Defendant's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**The Nature of the Dispute:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Claim or Relief Sought:** (the amount) \_\_\_\_\_

\_\_\_\_\_

You are hereby notified that copies of our mediation agreement and this demand are being filed with \_\_\_\_\_ with a request that he/she commence administration of the mediation.  
(mediator)

Signature: \_\_\_\_\_ (may be signed by a representative) Title: \_\_\_\_\_

**Claimant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mediator:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_