

Pre-filing Mediation Intake Form

I. Type of Dispute: Landlord/Tenant Consumer Neighbor Business

Other (describe): _____

II. Your contact Information

Name: _____

Or Business Name: _____

Address: _____

City: _____ Zip: _____

Home phone: _____

Or Business phone: _____

Cell phone: _____

Best time to call: _____

Best number to use: _____

Email: _____

Other Party's Contact Information

Name: _____

Or Business Name: _____

Address: _____

City: _____ Zip: _____

Home phone: _____

Or Business phone: _____

Cell phone: _____

Best time to call: _____

Best number to use: _____

Email: _____

Email is the most effective means of communication. Please provide an email address that you check regularly to ensure better service.

III. Have you contacted any other public or private agency about this matter?

(such as: Dept. of Consumer Affairs or the Better Business Bureau) **Yes** **No**

If yes, which one? _____ Date: _____ Attach copy of correspondence.

IV. Is this a claim for money? **Yes** \$ _____ **No** (explain below)

Date of incident(s) (if applicable): _____

If No, I am asking for: _____

V. Is there a written contract, or agreement? **Yes** **If Yes, attach a copy.** **No**

VI. Explain briefly why they you think they owe you anything or the nature of the dispute.

Make this straight forward and easy to understand. Print or type and use a second sheet if necessary.

VII. I have tried to resolve the issue in the following ways:

VIII. My ideal outcome is:

Forms available online and at the **Court self help** desk on the 2nd floor , and from the **Palm Beach County Bar Association**.

Methods of submission:

Fastest:

- 1 This form is available of our web site, and can be completed online.
Also each **Courthouse** self help desk, and from the **Palm Beach County Bar Association**.
- 2 Email to intake@CommunityMediation.us
- 3 Fax to 561 - 491 6893

Slowest:

Mail to:

Pre-filing Mediation,

P.O. Box 534

West Palm Beach,

Florida 33402

Voicemail: 561—729—5111

By completing this form you accept our current terms and conditions as published on our web site at:

www.CommunityMediation.US

Payment:

For cases of less than \$5,000 the mediators' services are free,

but you will be required to contribute a nominal amount of:

\$30 to help cover the cost of the program.

Personal consultations with a mediator outside the main mediation will be subject to an additional contribution of \$30 per half hour.

Acceptable methods of payment are:

Credit or debit card,

Or Money order.

Make payments to C.M.N. or Community Mediation Network.

Type of card				
Bank				
Number				
Expiry date				
Name on Card				
Security number on back of card				
Your Signature				