

BEXAR COUNTY DISPUTE RESOLUTION CENTER

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MEDIATION FILING INSTRUCTIONS

The Bexar County Dispute Resolution Center offers mediation, at no cost, for many civil conflicts involving a person, organization, or business in Bexar County. If you feel that your dispute is appropriate for mediation, please complete the forms as outlined below. Please contact Sandra Hackard or Rosie Gonzalez at (210) 335-2128 if you have any questions.

After completion, please return the forms by mail or fax, or you may bring them into our office. If you decide to come to our office appointments are not necessary, but please allow time for an intake interview.

1. Fill out the **Pre-Intake Information Form** completely and legibly, typing or using black ink. Sign and date the form. The addresses given should be **mailing** addresses – business address for a business dispute and home (not work) address for a dispute with a private individual. If the dispute concerns a rental property, please include the name and mailing address of the owner or management company of that property.

2. On the **Information About Yourself Form**, please complete the information as it relates to you. Please circle only one answer for each category.

3. Please read the **Waiver and Consent Form** **COMPLETELY**. **Initial the appropriate box** concerning pending legal action, then sign and date at the bottom of the page.

4. **If there are any court orders, decrees, or agreements that relate to this conflict, please send a signed copy. No mediation will be scheduled until we receive copies of applicable court orders.** Please send a photocopy of the document, not the original. We do not need copies of supporting documentation other than court orders.

We usually schedule mediations to be conducted in our offices at 6:00 p.m. (Central Time), Monday through Thursday. We can schedule daytime mediations Monday through Friday, if necessary. If you are unavailable particular days and times, please note this on the **Pre-Intake Information Form**.

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PRE-INTAKE INFORMATION FORM

CASE # _____

Welcome to the Bexar County Dispute Resolution Center. The BCDRC provides the following services at no cost to individuals and businesses in Bexar County:

Mediation: Mediation provides individuals and businesses with a means of settling disputes informally with the assistance of a mediator without the formality and cost of legal action.

Information and Referral Service: This service assists individuals in determining the most appropriate community resources available to help resolve their problems or issues.

Please complete the form below and bring, fax or mail to the Dispute Resolution Center.

PLEASE PRINT							
YOUR NAME				PERSON/BUSINESS YOU ARE HAVING A PROBLEM WITH			
Mr. Mrs. Ms.				Mr. Mrs. Ms.			
Mailing Address:				Mailing Address:			
City:			Zip:	City:			Zip:
Phone	Home			Phone	Home		
	Work				Work		
	Cell				Cell		
Did this happen in Bexar County? YES <input type="checkbox"/> NO <input type="checkbox"/>				Date of Incident: _____			
How did you hear about the Dispute Resolution Center?							
Briefly summarize the situation (PLEASE PRINT):							
Is there any legal action pending in this matter? YES <input type="checkbox"/> NO <input type="checkbox"/>							
If yes, please explain:							
Date:				Signature:			

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOURSELF: (Circle only one per category.)

<u>AGE</u>	<u>GENDER</u>	<u>ETHNIC/RACE</u>	<u>PRIMARY LANGUAGE</u>	<u>MARITAL STATUS</u>	<u>MONTHLY GROSS INCOME</u>
1. 12-17	1. Male	1. Unavailable	1. English	1. Single	0. Unavailable
2. 18-24	2. Female	2. Anglo	2. Spanish	2. Married	1. Below - \$1,128
3. 25-35	3. Unavailable	3. African American	3. Other	3. Separated	2. \$1,129 - \$1,517
4. 36-45		4. Hispanic	4. Unavailable	4. Divorced	3. \$1,518 - \$1,907
5. 46-60		6. Native American		5. Widowed	4. \$1,908 - \$2,296
6. 60+		7. Other		6. Unavailable	5. \$2,297 - \$2,686
7. Unavailable					6. \$2,687 - \$3,076
					7. \$3,077+

<u>EDUCATIONAL LEVEL</u>	<u>EMPLOYMENT STATUS</u>	<u>HOUSEHOLD</u>	FOR OFFICE USE ONLY
1. Less than High School	1. 32 hours/week +	1. Number in household: _____	CONCILIATION _____
2. High School/GED	2. Under 32 hours	7. Unavailable	INFORMATION _____
3. Some College	3. Not employed		REFERRAL _____
4. College Graduate	4. Retired		
5. Post-Graduate School	5. Unavailable		
6. Unavailable			



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WAIVER AND CONSENT FORM

CASE # _____

This waiver and consent form is executed in exchange for participation by the mediator in the mediation of a dispute between _____ and _____. It pertains only to the matters arising during mediation of that dispute.

1. I understand that the mediator is not a legal advisor and is not to provide legal advice to any party involved in mediation. I agree to hold the said mediator harmless for any observations, suggestions or implications that he/she may make in the course of mediation. I specifically agree to obtain legal advice on any issue of interest to me from my own attorney and not to rely upon the mediator for such advice. By initialing the appropriate box, I acknowledge that there IS // **IS NOT** legal action pending that relates to matters involved in mediation. "Legal action pending" means a court case has been filed in which a judge has not yet made a final decision.
2. I waive any right of action that I may have against the mediator for any allegation of wrongful conduct on his/her part or on the part of Dispute Resolution Center employees, while acting in the course of the mediation herein agreed to.
3. I agree to the necessity that mediation be confidential and, therefore, agree that I will not call the mediators or Dispute Resolution Center employees who serve on my case to act as witnesses in any court of competent jurisdiction to testify to facts concerning or relating to the subject matter being mediated, and that I will not subpoena documents or information about my case which may have been retained in any case file. I understand that no subpoenas, citations, writs or any other process shall be served at or near the location of any mediation session. I further agree that I will not utilize any voice recording device during the mediation session.
4. I agree to treat anything said by the opposing party as part of an offer to compromise and settle the dispute being mediated. I further agree that statements made during mediation shall be treated as offers to settle and shall not be admissible should this matter become a matter in litigation.

Texas law requires the reporting of abuse or neglect of children, the elderly, and the disabled. Should such information surface during mediation, it will be reported to the proper authorities as will any serious threats of imminent danger or physical harm.

I consent to these terms and waive the rights herein specified, and I know that I have the right to consult legal counsel before executing this document.

Signature

Date

Signature

Date