

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)



CONFIDENTIAL INTAKE INFORMATION

DRC # _____

will be assigned by the DRC

COUNTY: _____

REFERRED BY: _____

CASE IN LITIGATION? YES ____ NO ____

CAUSE NO. _____

STYLE: _____

COURT HEARINGS SCHEDULED: _____

INITIATING PARTY/PLAINTIFF(S):

RESPONDING PARTY/DEFENDANT(S):

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

ATTORNEY WILL ATTEND? YES ____ NO ____

ATTORNEY WILL ATTEND? YES ____ NO ____

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY _____ ZIP _____

CITY _____ ZIP _____

PHONE _____ 2ND # _____

PHONE _____ 2ND # _____

EMAIL _____

EMAIL _____

EMAIL WILL BE OUR PRIMARY METHOD OF COMMUNICATION WITH YOU.
PLEASE NOTIFY THE DRC IF YOU REQUIRE CORRESPONDENCE BY POSTAL MAIL.

ATTORNEY CELL _____

ATTORNEY CELL _____

(Cell numbers are for Mediator and DRC staff only and will be kept confidential)

TYPE OF DISPUTE: (check one or more)

AMOUNT IN CONTROVERSY: \$ _____

Breach of Contract _____

Landlord/Tenant _____

Construction _____

Neighbor/Neighborhood _____

Consumer, Goods or Services _____

Personal Injury _____

Employee/Employer _____

Professional/Client _____

Estate/Guardianship _____

Real Estate Transaction _____

Inheritance/Heirship _____

Vehicle Purchase/Repair _____

Insurance Claim _____

Will/Probate _____

Other (describe) _____

(Continued on back/next page)

WILL THIS MEDIATION BE:

IN-PERSON

ZOOM CONFERENCE

HYBRID

BRIEF DESCRIPTION OF ISSUES IN DISPUTE AND GOALS FOR MEDIATION

(INSTEAD OF THIS FORM, INFORMATION MAY BE SUBMITTED BY NARRATIVE OR LETTER FORMAT, WHATEVER IS MOST CONVENIENT FOR YOU AND YOUR STAFF.)

Signature

Date

EMAIL COMPLETED FORM TO KL@DRCWaco.com OR MAIL FORM TO: 900
Austin Avenue, Suite 502, Waco, TX 76701

Document Retention Policy

The McLennan County Dispute Resolution Center Document Retention Policy ("Policy") is as follows: (1) Retain important documents for reference and future use; and (2) Delete documents that are no longer necessary for the proper functioning of the DRC. Case Records: Case records include all documents relating to any case or prospective case to be mediated by the DRC. Such records shall be destroyed, or permanently deleted if in electronic form, on or after the third anniversary after the project/case file closes.

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC) Voice 254-752-0955