

**TALLAPOOSA JUDICIAL CIRCUIT
JUVENILE MEDIATION PROGRAM**

CASE ASSIGNMENT REQUEST FORM

MEDIATOR INFO

NAME _____ PHONE _____ FAX _____

DATE, TIMES, LOCATIONS

First Choice:

DATE _____	COURTHOUSE:	Paulding	Monday	Time: am/pm
		Polk	Tuesday	Time: am/pm
		Haralson	Wednesday	Time: am/pm

Second Choice:

DATE _____	COURTHOUSE:	Paulding	Monday	Time: am/pm
		Polk	Tuesday	Time: am/pm
		Haralson	Wednesday	Time: am/pm

(Enter date you are available , circle appropriate location, and if you are available am or pm.)

Please complete and fax this form to (770) 387-5479 if you are available to take assigned cases. If you know your schedule far enough in advance or you will have the same schedule every week please include that information on this form. It is important for us to have your schedule at least two weeks in advance.

If assigned a case, you will receive a notice by fax or mail the week prior to the scheduled session. If you do not receive a notice by close of business on Friday, you will know that the following week can be used for other appointments.

****Please remember it is your responsibility to notify us when you are available to mediate, as we can only schedule cases with mediators that have contacted our office.**