



## Attorney Referral Form

**DATE:** \_\_\_\_\_

Please note that CASE \_\_\_\_\_ -CV- \_\_\_\_\_, ( \_\_\_\_\_ County)

\_\_\_\_\_ v. \_\_\_\_\_ has not been referred to mediation by the Seventh Judicial Administrative District ADR Office. It is possible that this case is appropriate for mediation but our office does not yet have record of it. If all parties and attorneys involved in this case feel that this case is appropriate for mediation, this form may be completed and faxed back to the ADR office.

Please note that cases with parties living out of state are *not required* to mediate.

All parties and attorneys involved agree to mediation in this case. YES NO  
All defendants in this case have been served. YES NO

Service date \_\_\_\_\_  
Answer date \_\_\_\_\_

Is there any violence in this case? YES NO  
If yes, has a TPO been filed? YES NO

If already scheduled with a mediator, all parties, attorneys and mediator involved in this case agree to the choice of mediator, location, date and time. YES NO N/A

Plaintiff's Full Name \_\_\_\_\_  
Attorney Info (Or Plaintiff info if Pro Se)  
Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Defendant's Full Name \_\_\_\_\_  
Attorney Info (Or Defendant info if Pro Se)  
Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

All answers to questions listed above are true.

Signature (Required) \_\_\_\_\_ Name (Printed) \_\_\_\_\_

The ADR Office will contact you via email regarding whether or not this case has been approved to mediate. You will receive a Referral to Mediation or a notice informing you that this case was not found to be appropriate for mediation. If the ADR Office finds that this case is not appropriate for mediation, it will be the responsibility of the attorneys and parties involved in the case to cancel with the mediator at least 48 hours prior to the mediation if the attorneys or parties have already scheduled a session with a mediator. Otherwise the mediator may charge a two-hour cancellation fee.

Services are provided and admissions/referrals are made without regard to race, color, religious creed, ancestry, gender, sexual orientation, disability, age or national origin. Complaints of discrimination may be filed with the Seventh Administrative District Office.