

# Georgia ADR Services, LLC

## Mediation Intake Form & Agreement to Mediate

### *Mediation Intake Form*

Party Name:	
Attorney (if applicable):	
Email:	
Phone:	
Address:	
Type of Dispute:	Employment / Insurance / Contract / Domestic / Probate
Opposing Party Name:	
Opposing Attorney:	
Court / Case Number (if applicable):	
Brief Description of Dispute:	

### *Agreement to Mediate*

1. Voluntary Process – Mediation is a voluntary process intended to facilitate communication and negotiation between the parties. 2. Neutrality – The mediator is a neutral facilitator and does not represent any party and does not provide legal advice. 3. Confidentiality – Communications made during mediation are confidential and generally may not be used in later court proceedings except as permitted by law. 4. Authority to Settle – Each party attending mediation must have authority to negotiate and settle the dispute. 5. Fees – Mediation fees will be shared by the parties unless otherwise agreed. 6. Good Faith Participation – All participants agree to participate in good faith and attempt to reach a mutually acceptable resolution.

Party Name	Signature	Date