

# MEDIATION SCHEDULING FORM

## Location of Mediation:

(A neutral site is recommended with quality facilities. Our recommendation is The Jay Daugherty Mediation Conference Center, centrally located on The Plaza in Kansas City at 4717 Grand Ave., Suite 830 with convenient, complimentary on site parking. Of course, I am certainly willing to mediate/arbitrate at any location the parties wish to arrange.)

*Directions: Please fill in all information on this form. All fields are required. Parties 1 and 2 must be completely filled out.*

## Date of Mediation \*



Month    Day    Year

## Starting time will be 9:30 AM.

If a different time is needed, please contact Ronda Harness at (816) 931-6300 upon completion of this form

## Location (Enter JDMCC if selecting my office) \*

**Mediator Selection \***

Jay Daugherty

Bob Schieber

John Phillips

**Style of Case and Case Number (If a filed case)**

**Venue & Judge**

**Type of Case \***

**Costs of mediation are to be paid equally**

**Please include other relevant information here**

**Forms prepared by: \***

**Email address \***

Directions: Please fill in all relevant information on this form.. **All fields for parties 1 and 2 are required.** Additional fields are available for additional parties. If more than one party is being represented by the same attorney or law firm, all parties can be listed in the same field.

Party One

**Full Name(s) \***

**Party One, Role in the Case \***

**Counsel Full Name \***

**Counsel Firm Name**

**Counsel Address \***

**Counsel Telephone \***

**Counsel Email \***

Party Two

**Full Name(s) \***

**Party Two, Role in the Case \***

**Counsel Full Name \***

**Counsel Firm Name**

**Counsel Address \***

**Counsel Telephone \***

**Counsel E-mail \***

example@example.com

Click "Submit Form" to send via email or PRINT and fax to 816-531-2795. You will receive an email following submission of this form to confirm that we have received your request. You will then receive an email confirming your date within 24 hours. If you do not receive a confirmation email, please contact Ronda Harness at 816-931-6300.

Party Three

**Full Name(s)**

**Party Three, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**

**Counsel Address**

**Counsel Telephone**

**Counsel Email**

Party Four

**Full Name(s)**

**Party Four, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**

**Counsel Address**

**Counsel Telephone**

**Counsel Email**

Party Five

**Full Name(s)**

**Party Five, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**



**Counsel Address**

**Counsel Telephone**

**Counsel Email**

Party Six

**Full Name(s)**

**Party Six, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**

**Counsel Address**

**Counsel Telephone**

**Counsel Email**

Party Seven

**Full Name(s)**

**Party Seven, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**

**Counsel Address**

**Counsel Telephone**

**Counsel Email**

Party Eight

**Full Name(s)**

**Party Eight, Role in the Case**

**Counsel Full Name**

**Counsel Firm Name**

**Counsel Address**

**Counsel Telephone**

**Counsel Email**

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