EMPOWERING LIVES. CREATING STABILITY.

1 FENN STREET, 4th Floor – PITTSFIELD, MASSACHUSETTS 01201
(413) 443-7138 FAX (413) 443-8137
www.bcrha.com

Request to Initiate Mediation – Transmittal Form

SEND THIS COMPLETED REQUEST TO INITIATE MEDIATION TRANSMITTAL FORM TO:

UpSide413
1 Fenn St. 4th Floor
Pittsfield, MA 01201

Phone (413) 443-7138 X223 – Fax (413) 443-8137

Date Filed: _____

1. NAMES OF ALL PARTIES TO THE DISPUTE

_____ _____

_____ _____

_____ _____

2. PARTY REQUESTING MEDIATION

Name: _____

Email: _____

Address: _____

Phone: _____ Fax: _____

☐ Buyer ☐ Seller ☐ Broker ☐ Salesperson ☐ Builder/contractor ☐ Other

Professional Liability Insurance Company: _____

Name of Legal Counsel or other Representative: _____

Name of Firm: _____

Counsel Address: _____

Counsel Phone: _____ Counsel Fax: _____

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3. OTHER PARTIES

Name: _____

Email: _____

Address: _____

Phone:_____Fax: _____

Buyer ☐ Seller ☐ Broker ☐ Salesperson ☐ Builder/contractor ☐ Other

Professional Liability Insurance Company (if known): _____

Name of Legal Counsel or other Representative (if known): _____

Name of Firm: _____

Counsel Address: _____

Counsel Phone:_____Counsel Fax: _____

* * *

Name: _____

Address: _____

Phone:_____Fax: _____

Buyer ☐ Seller ☐ Broker ☐ Salesperson ☐ Builder/contractor ☐ Other

Professional Liability Insurance Company (if known): _____

Name of Legal Counsel or other Representative (if known): _____

Name of Firm: _____

Counsel Address: _____

Counsel Phone:_____Counsel Fax: _____

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4. BRIEF DESCRIPTION OF CLAIM:

5. AMOUNT OF MONEY INVOLVED: $_____

6. COURT PLEADINGS:

Have there been any formal court pleadings filed in this case? ☐ Yes ☐ No

If yes, are there any trial dates or time limitations involved? ☐ Yes ☐ No

Date_____Court _____

County_____Judge _____

Court Case # _____

7. AUTHORITY

Do you have authority to enter into and sign a binding written agreement to settle this on behalf of the party you represent? ☐ Yes ☐ No

Comment: _____

8. INFORMATION

Do you need additional information from another attorney? ☐ Yes ☐ No

If yes, what? _____

_____

9. PRIOR MEDIATION

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Has a prior agreement to mediate been signed by the parties? ☐ Yes ☐ No

If yes, please attach copy of the signed agreement.