

**REQUEST FOR MEDIATION BERKS
COUNTY BAR ASSOCIATION CIVIL
DISPUTE RESOLUTION PROGRAM**

Date: _____

1. Party submitting request for mediation.

Name: _____

Address: _____

Telephone Number: _____

Fax Number and Email: _____

() Plaintiff () Defendant Other _____

If you are being defended pursuant to an insurance contract, state the name of the insurance company:

Name of legal counsel or insurance adjustor: _____

Firm name of legal counsel or office of adjustor: _____

Address: _____

Telephone Number: _____

Fax Number and Email: _____

2. Other parties.

Name: _____

Address: _____

Telephone Number: _____

Fax Number and Email: _____

() Plaintiff () Defendant Other _____

If you are being defended pursuant to an insurance contract, state the name of the insurance company:

Name of legal counsel or insurance adjustor: _____

Firm name of legal counsel or office of adjustor: _____

Address: _____

Telephone Number: _____

Fax Number and Email: _____

[To the extent there are more than two parties, please attach a separate sheet of paper setting forth the same information for all parties to the action.]

3. Brief description of the claim and amount of damages at issue.

4. Have the formal Court pleadings been filed in this case?

Yes

No

If so, please set forth any discovery deadlines, arbitration dates, and/or trial dates currently pending, as well as the Court docket number and Judge assigned.

5. The mediation may be concluded by the drafting by the parties of a binding written agreement settling the dispute. Please state below who will be present at the mediation with authority to enter into a binding written agreement, and identify that person's capacity and authority.

6. Submission of request to mediate.

Please forward this form along with the initial fee of \$950.00 made payable to the Berks County Bar Association, representing a \$200.00 administrative fee to the Bar Association and a \$750.00 initial mediator fee.

**BERKS COUNTY BAR ASSOCIATION
CIVIL DISPUTE RESOLUTION PROGRAM**

Berks County Bar Association
P.O. Box 1058
Reading, PA 19603-1058

REV. 6/2012