

**CAO SC 4-4  
MEDIATION INTAKE SUMMARY**

Date of Mediation \_\_\_\_\_

Date Case Filed: \_\_\_\_\_

Mediators: \_\_\_\_\_  
\_\_\_\_\_

Small Claims Case No. \_\_\_\_\_

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Please indicate with an X whether party prefers to be called day or evening.

**TYPE OF CASE**

Landlord/Tenant     Automobile Accident     Property

Commercial Dispute: \_\_\_\_\_

Interpersonal Dispute: \_\_\_\_\_

Other: \_\_\_\_\_

Judgment sought by Plaintiff: \_\_\_\_\_

**SETTLEMENT**

SETTLED – Terms: \_\_\_\_\_  
\_\_\_\_\_

PARTIAL SETTLEMENT – Terms: \_\_\_\_\_  
\_\_\_\_\_

NOT SETTLED

Who ended the mediation? Plaintiff  Defendant  Mediators  All

Is party willing to be called for follow up information? Plaintiff    Defendant  
Yes No    Yes No

(Please circle appropriate response)