

**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)