



# **Accessible, Reliable and Convenient Standard & Intermediate Low Cost Mediation Programs**

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## **GUIDELINES**

### **Agreement to Participate**

All parties and counsel must confirm their agreement to use the Low-Cost/Intermediate-Cost Mediation Program.

### **Request for Approval**

Submit Eligibility Application to **Nicole Bethurum-Jimenez at [nicole@arc4adr.com](mailto:nicole@arc4adr.com)**

### **Sign the Mediation Agreement**

Once approved, all parties will be asked to sign the standard mediation contract.

### **Submit Availability**

Please provide Nicole with two potential dates that work for all parties.

### **Mediator Assignment**

A mediator will be assigned, and a formal notice along with billing information will be sent.



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## ELIGIBILITY FORM

Case Caption \_\_\_\_\_

Court Case Number \_\_\_\_\_

Type of Civil Matter \_\_\_\_\_

Value of entire dispute \_\_\_\_\_

What issues are to be mediated? \_\_\_\_\_

Carrier/Claim #/Date of loss (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

### Plaintiff/Petitioner Counsel Information

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

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

### Defense/Respondent Counsel Information

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Who should be billed: \_\_\_\_\_