



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

Neutrals Available Statewide Via Zoom • arc4adr.com • 310.284.8224

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

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: _____