

N-Force Momentum Mediation *and* Dispute Resolution Center

CIVIL MEDIATION REQUEST INSTRUCTIONS

The N-Force Momentum Mediation and Dispute Resolution Center offers mediation services for many civil conflicts for citizens in Harris County and surrounding counties. Some of these civil issues include, but are not limited to small business issues, neighborhood disputes and similar problems. Business entities are charged a flat fee. Attached you will find a Civil Mediation Intake Form for your completion.

1. Please fill out the Civil Mediation Intake Form completely and legibly and provide all requested information. The addresses provided for the parties and their counsel should be mailing addresses - business address for a business disputes, and home (not work) address for a dispute with a private individual. If the dispute involves rental property, please include the name and mailing address of the owner or management company of that property, unless the local on-site managers have settlement authority.

2. The completed Civil Mediation Intake Form **must be received by the NFM DISPUTE AND RESOLUTION CENTER** to confirm scheduling mediation. You may return the form via email [mailto: nforcemomentum@gmail.com](mailto:nforcemomentum@gmail.com) or bring in person or mail to 9900 Westpark Dr. Houston, TX 77063.

3. All parties must agree to the mediation date/time prior to any confirmation being sent for the mediation. Please contact the NFM directly regarding additional availability.

4. Mediations are scheduled for half-day beginning at 9:00 a.m. or 1:00 p.m. Monday through Thursday and Fridays or Saturdays beginning at 9:00 a.m.

5. If you have any questions, please contact NFM at (832) 779-0566.

N-Force Momentum Mediation and Dispute Resolution Center

CIVIL MEDIATION INTAKE FORM

This form is to be completed and returned to the NFM via Email at <mailto:nforcemomentum@gmail.com> or Provide in person or Mail to: NFM Mediation and Dispute Resolution Center, 9900 Westpark Dr. Houston, TX 77063. If you have questions, please call our intake coordinator at (832) 779-0566.

Date: _____

Case Number: _____ Court: _____ Judge: _____ County: _____ Case Not Yet Filed

Case Style: _____

The Parties & Attorneys Agree to, and Request Mediation Be Scheduled on **February 21, 2020 @ 5:30PM**, at 9 am 1 pm (check one)

PARTIES: (If necessary, attach a separate sheet listing any additional parties and their respective legal counsel).

Plaintiff(s): _____

Defendant(s): _____

*Address: _____

Street Address

*Address: _____

Street Address

City, State, Zip

City, State, Zip

Tel: _____ Fax: _____

Tel: _____ Fax: _____

Email: _____

Email: _____

*Gross Household Income: _____

*Gross Household Income: _____

ATTORNEY INFORMATION: (Please complete if party represented by counsel):

Plaintiff(s) Attorney: _____

Defendant(s) Attorney: _____

Address: _____

Street Address

Address: _____

Street Address

City, State, Zip

City, State, Zip

Tel: _____ Fax: _____

Tel: _____ Fax: _____

Email: _____

Email: _____

CASE TYPE:

Consumer / Merchant

Landlord / Tenant Neighborhood / Community Other: _____

Amount in Controversy (including attorney's fees requested): \$ _____

Resolution Desired: _____

Special Accommodations: Do any of the parties require any special accommodations (i.e., physical limitations, etc.) Yes No

If yes, please describe: _____

By signing below you are certifying that the information you have provided herein is true and correct. You are further stating that you understand that parties who fail to appear or fail to cancel mediation at least 48 hours in advance are liable for payment in full.

Dated this _____ day of _____, 20____

Petitioner/Respondent Signature

and/or

Attorney Signature

In consideration of NFM and that of all parties concerned, please notify the NFM at least 48 hours in advance if you are unable to attend the session. If you have further questions, feel free to contact the NFM at (832) 779-0566.

ONLY PARTIES AND THEIR ATTORNEYS ARE PERMITTED IN THE MEDIATION.

Children, pets, firearms, recording devices, and photography are not permitted on the premises.

***PARTIES WHO FAIL TO APPEAR OR FAIL TO CANCEL MEDIATION AT LEAST 48 HOURS
IN ADVANCE ARE LIABLE FOR FULL PAYMENT.***

****All mediations are conducted in EnglishPlease bring an interpreter with you to mediation if one is needed.
Por favor traiga un interprete a corte, si es necesario****