

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)



**CONFIDENTIAL** INTAKE INFORMATION

DRC # \_\_\_\_\_

# will be assigned by the DRC

COUNTY: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

CASE IN LITIGATION? YES \_\_\_ NO \_\_\_

CAUSE NO. \_\_\_\_\_

STYLE: \_\_\_\_\_

COURT HEARINGS SCHEDULED: \_\_\_\_\_

**INITIATING PARTY/PLAINTIFF(S):**

**RESPONDING PARTY/DEFENDANT(S):**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ATTORNEY WILL ATTEND? YES \_\_\_ NO \_\_\_

ATTORNEY WILL ATTEND? YES \_\_\_ NO \_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ 2<sup>ND</sup> # \_\_\_\_\_

PHONE \_\_\_\_\_ 2<sup>ND</sup> # \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

**EMAIL WILL BE OUR PRIMARY METHOD OF COMMUNICATION WITH YOU.  
PLEASE NOTIFY THE DRC IF YOU REQUIRE CORRESPONDENCE BY POSTAL MAIL.**

ATTORNEY CELL \_\_\_\_\_

ATTORNEY CELL \_\_\_\_\_

(Cell numbers are for Mediator and DRC staff only and will be kept confidential)

**TYPE OF DISPUTE:** (check one or more)

**AMOUNT IN CONTROVERSY:** \$ \_\_\_\_\_

Breach of Contract \_\_\_\_\_

Landlord/Tenant \_\_\_\_\_

Construction \_\_\_\_\_

Neighbor/Neighborhood \_\_\_\_\_

Consumer, Goods or Services \_\_\_\_\_

Personal Injury \_\_\_\_\_

Employee/Employer \_\_\_\_\_

Professional/Client \_\_\_\_\_

Estate/Guardianship \_\_\_\_\_

Real Estate Transaction \_\_\_\_\_

Inheritance/Heirship \_\_\_\_\_

Vehicle Purchase/Repair \_\_\_\_\_

Insurance Claim \_\_\_\_\_

Will/Probate \_\_\_\_\_

Other (describe) \_\_\_\_\_

(Continued on back/next page)

WILL THIS MEDIATION BE:

IN-PERSON

ZOOM CONFERENCE

HYBRID

**BRIEF DESCRIPTION OF ISSUES IN DISPUTE AND GOALS FOR MEDIATION**  
(INSTEAD OF THIS FORM, INFORMATION MAY BE SUBMITTED BY NARRATIVE OR LETTER FORMAT, WHATEVER IS MOST CONVENIENT FOR YOU AND YOUR STAFF.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EMAIL COMPLETED FORM TO [KL@DRCWaco.com](mailto:KL@DRCWaco.com) OR MAIL FORM TO: 900  
Austin Avenue, Suite 502, Waco, TX 76701

### **Document Retention Policy**

The McLennan County Dispute Resolution Center Document Retention Policy (“Policy”) is as follows: (1) Retain important documents for reference and future use; and (2) Delete documents that are no longer necessary for the proper functioning of the DRC. Case Records: Case records include all documents relating to any case or prospective case to be mediated by the DRC. Such records shall be destroyed, or permanently deleted if in electronic form, on or after the third anniversary after the project/case file closes.

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC) Voice 254-752-0955