



McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)
CONFIDENTIAL INFORMATION SHEET, FAMILY CASE

DRC # _____
will be assigned by the DRC
CAUSE NO. _____

STYLE _____

COUNTY _____ REFERRED BY: _____

PENDING DIVORCE _____ POST DIVORCE _____ NEVER MARRIED _____

ISSUES: CONSERVATORSHIP _____ ACCESS _____ CHILD SUPPORT _____ PROPERTY _____

OTHER, PLEASE SPECIFY _____

PETITIONER

RESPONDENT

NAME _____

NAME _____

RELATIONSHIP TO CHILD(REN) _____

RELATIONSHIP TO CHILD(REN) _____

ANNUAL INCOME _____

ANNUAL INCOME _____

IF MARRIED, COMBINED LIQUID ASSETS OF MARRIAGE _____

CHILD(REN)'S NAME(S):

DATE OF BIRTH:

WHO ARE THE CHILDREN LIVING WITH AT THIS TIME? _____

ATTORNEY ATTENDING MEDIATION

ATTORNEY ATTENDING MEDIATION

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY _____ ZIP _____

CITY _____ ZIP _____

PHONE _____ FAX _____

PHONE _____ FAX _____

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)

MEDIATION SCHEDULED: _____

PLEASE PROVIDE BRIEF DESCRIPTION – NEXT/BACK PAGE

WILL THIS MEDIATION BE:

IN-PERSON

ZOOM CONFERENCE

HYBRID

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

Name

Date

Email completed form to KL@DRCWaco.com OR Mail to 900 Austin Ave, Suite 502,
Waco, TX 76701

Document Retention Policy

The McLennan County Dispute Resolution Center Document Retention Policy is that case files and all contents are destroyed,
or permanently deleted if in electronic form, on or after the third anniversary after the project/case closes.