

Humboldt Mediation Services

Mediation Intake Questionnaire

Name: _____

Date: _____

Email: _____

Phone: _____ Can we text you? _____

To help us begin work on your case, please provide the following information

Check all that apply and attach an additional page if needed.

1. How long has this conflict existed?

a month or less

less than 6 months

6 months to a year

more than a year (specify)

Other: _____

2. What other steps have you taken to try to resolve this conflict?

friends/family have helped me

called the other party

wrote to the other party

hired a lawyer

went to court

Other: _____

3. Is mediation an alternative to court for you? yes no

4. If you are unable to reach a voluntary agreement through mediation, what will your next step be?

keep talking to the other party

ignore the problem

hire a lawyer

go to court

Other: _____

5. During this conflict, has there been violence or threats of violence?

yes no

If yes, please describe: _____

6. If you answered "yes" to #6 above, was it reported?

yes no

If yes, to whom was it reported? _____

7. Will you need accommodation at the mediation session?

Wheelchair access Interpreter – what language? _____

Other, please specify: _____

8. What do you hope to achieve through mediation?

9. What times/days of the week are best for you to meet?

10. What other information would help us better handle your case?

For Divorce/Separation and/or Co-parenting Issues

Please also answer the following:

1. Do you have minor children? yes no

2. If yes, what are their ages? _____

3. How long have you been married/partnered? _____

4. Were you officially (legally) married? yes no

5. Are you currently separated? yes no

6. If separated, how long have you been separated? _____

7. Are you looking for:

interim agreement (while going through separation or divorce process)

final divorce agreement

8. Do you own a business? yes no

9. What financial/property issues are you hoping to deal with in mediation?

- house vehicle(s) retirement accounts
 investments rental property insurance

Other: _____

Please let us know how you heard about Humboldt Mediation Services:

- I was referred by the court I heard about HMS on radio on TV
 I found HMS in phonebook I read a flier or article about HMS
 A friend told me about HMS I found HMS on the internet

Other: _____

Some of our other services may be helpful to you as well.

Our Communication and Conflict Management workshop trains people in skills that make relationships of all types work more effectively and enjoyably. Our annual Community Mediator Training teaches conflict mediation and helps promote a more peaceful community. Would you like us to notify you when these are next offered?

- yes no

Beginning the Mediation Process

As soon as we receive this completed intake questionnaire, your completed fee schedule, and your fees, we can begin work on your case. You can provide them on our website, HumboldtMediationServices.org > Begin a Mediation. If this is not possible, you can print, complete and mail these forms with a check for fees to Post Office Box 76; Bayside, CA 95524.