

INTAKE QUESTIONNAIRE - Name: _____ - Date: _____

To help us begin work on your case, please provide the following information (check all that apply):

1. How did you hear about Humboldt Mediation Services?

- | | |
|------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> I was referred by the court | <input type="checkbox"/> I heard about HMS on radio on TV |
| <input type="checkbox"/> I found HMS in phonebook | <input type="checkbox"/> I read a flier or article about HMS |
| <input type="checkbox"/> A friend told me about HMS | <input type="checkbox"/> I found HMS on the internet |
| <input type="checkbox"/> Other: _____ | |

2. How long has this conflict existed?

- | | |
|---------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> a month or less | <input type="checkbox"/> less than 6 months |
| <input type="checkbox"/> 6 months to a year | <input type="checkbox"/> more than a year (specify) _____ |

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

- | | |
|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> friends/family have helped me | <input type="checkbox"/> called the other party |
| <input type="checkbox"/> wrote to the other party | <input type="checkbox"/> hired a lawyer |
| <input type="checkbox"/> went to court | <input type="checkbox"/> other: _____ |

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

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

- | | |
|----------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> keep talking to the other party | <input type="checkbox"/> ignore the problem |
| <input type="checkbox"/> hire a lawyer | <input type="checkbox"/> go to court |
| <input type="checkbox"/> other: _____ | |

6. During this conflict, has there been violence or threats of violence? yes no

If yes, please explain: _____

7. If you answered "yes" to #6 above, was it reported? yes no

If yes, to whom was it reported? _____

8. Will you need some accommodation at the mediation session?

- | | |
|------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> wheelchair access | <input type="checkbox"/> interpreter, language _____ |
| <input type="checkbox"/> other, please specify _____ | |

9. What do you hope to achieve through mediation?

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

11. 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 _____

10. Some of our other services may be helpful to you as well. Our Communication and Conflict Management (CCM) one-day workshops train people in skills that make relationships of all types work more effectively and enjoyably. Our annual 34-hour Community Mediator Training workshop teaches mediation of conflicts and helps promote a more peaceful community. Would you like us to notify you when these are next offered? Please check the boxes of the trainings in which you are interested.

Communication & Conflict Management

Community Mediator Training

If you checked one or both of the boxes just above, please note your email address so we can let you know when trainings are scheduled:

As soon as we receive this completed intake questionnaire, your completed fee schedule, and your intake fee, we can begin work on your case.