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|  **Forum Request for Mediation** |
| *Please complete this form and submit it to Forum with your non-refundable filing fee of $100.* |
| **1. Identify the Claimant/Plaintiff:** |
| Claimant/Plaintiff’s Name:  |
| Claimant/Plaintiff’s Attorney (if one): |
| *Please provide contact information you would like Forum to use Claimant or Representative):* |
| Address 1: Company or Law Firm: |
| Address 2: Street Address, Building/Suite: |
| City: State: Zip:  |
| Telephone: Fax: |
| Email: CC Email:  |
| **2. Identify the Respondent/Defendant:** |
| Respondent/Defendant’s Name: |
| Respondent/Defendant’s Attorney (if one): |
| *Please provide contact information you would like Forum to use (Respondent or Representative):* |
| Address 1: Company or Law Firm: |
| Address 2: Street Address, Building/Suite: |
| City: State: Zip:  |
| Telephone: Fax:  |
| Email: CC Email:  |
| **3. Is a legal action pending? If so, please forward a copy of the Scheduling Order.** |
| **4. Brief description of the dispute and relief being sought:**  |
| **5. Preferred location of the mediation:** |
| **6. Is there an agreement between the parties related to ADR services?  □ Yes □ No** |
| **If yes, please attach a copy of the agreement and/or name of any Mediator agreed upon by parties.** |
| **7. Sign and date this form.** *By signing you request mediation services be provided by Forum in accordance with Forum’s Mediation Procedures.*Your Signature: Today’s Date:Please Print Your Name: Your Role in this Matter: |
| **8. Submit Request, Scheduling Order and $100 non-refundable filing fee to:** Forum, 6465 Wayzata Blvd, Suite 470, Minneapolis, MN 55426 |
| **9. Deliver a copy of this Request to the other parties.** |
| **10. Keep a copy for your records.** |
| *A Mediation Coordinator is available to answer your questions by phone at 800-474-2371 ext. 6460 or 952-516-6460, or by fax at 866-743-4517 or 952-345-1160. For more information, please visit our website at* [*www.adrforum.com*](file:///C%3A%5CUsers%5Cmfellows%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CBKFUYO2P%5Cwww.adrforum.com)*.* |