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**CONFIDENTIAL**  
**ATTORNEY'S INFORMATION SHEET & CONSENT TO MEDIATION**  
[Please print or type your responses]

Case style (in full): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cause No. : \_\_\_\_\_ Court No.: \_\_\_\_\_  
County: Dallas \_\_\_\_\_ Tarrant \_\_\_\_\_ Denton \_\_\_\_\_ Other \_\_\_\_\_  
Court: Fed. Dist. \_\_\_\_\_ St. Dist. \_\_\_\_\_ County \_\_\_\_\_

Type of case:

|                  |                    |                         |
|------------------|--------------------|-------------------------|
| Business _____   | PI (auto) _____    | Lender Liability _____  |
| Contract _____   | PI (other) _____   | Product Liability _____ |
| DTPA _____       | Willful Tort _____ | Libel/Slander/Def _____ |
| Note _____       | Property _____     | Civil Rights _____      |
| Securities _____ | Malpractice _____  | Workers' Comp _____     |
| Insurance _____  | Subrogation _____  | Labor/Employment _____  |

Other (Specify) \_\_\_\_\_

Mediation referred/initiated by:

Court \_\_\_\_\_ Attorney \_\_\_\_\_ Insurance Co. \_\_\_\_\_ Party \_\_\_\_\_

Referring Person's Name: \_\_\_\_\_

Critical Dates: **approximately**

Claim arose: \_\_\_\_/\_\_\_\_/\_\_\_\_ Suit filed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Court's Order of Referral for Mediation (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_

Trial Setting (indicate calendar position) (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_

Responding Attorney's Information:

Your Party/Client: Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_ Other \_\_\_\_\_

Lead Attorney's Name: \_\_\_\_\_

Assoc/Legal Asst/Secy (for scheduling): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Attorney(s) attending Mediation Session: Lead Attorney: \_\_\_\_\_

Other (Name): \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number : (\_\_\_\_) \_\_\_\_\_  
Fax Number : (\_\_\_\_) \_\_\_\_\_

Your Party/Client #1: Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_

Residence (City, State): \_\_\_\_\_

If a corporation, state of incorporation: \_\_\_\_\_

Person attending Mediation Session (as applicable):

Named Party: \_\_\_\_\_

Corporate Executive Officer: \_\_\_\_\_

Insurance Co. Rep. (Name): \_\_\_\_\_

Nature of your Party/Client's claims/defenses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total affirmative relief sought by your Party/Client(s) at trial:

|                  |                            |          |
|------------------|----------------------------|----------|
| Monetary Relief: | Actual Damages             | \$ _____ |
|                  | Attorney's Fees            | \$ _____ |
|                  | Pre-judgment Interest      | \$ _____ |
|                  | TOTAL BEFORE PUNITIVE DAMs | \$ _____ |
|                  | Punitive/Treble Damages    | \$ _____ |
|                  | TOTAL MONETARY RELIEF      | \$ _____ |

Other Relief: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary disputed issues of liability and/or damages (from your Party/Client's perspective):

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Status of Discovery: Completed \_\_\_\_\_ Substantially Complete \_\_\_\_\_

Partially Completed \_\_\_\_\_ Not Started \_\_\_\_\_

Discovery Remaining: \_\_\_\_\_

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Does your Party/Client have sufficient information to form a realistic settlement position? If not, what else is needed?

Yes \_\_\_\_\_ No \_\_\_\_\_ Additional Information Needed: \_\_\_\_\_

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Status of settlement negotiations:

| Date of Demand/Offer | Amount of          |                   |                            |
|----------------------|--------------------|-------------------|----------------------------|
|                      | Plaintiff's Demand | Defendant's Offer | Other Party's Demand/Offer |
| ____/____/____       | \$ _____           | \$ _____          | \$ _____                   |
| ____/____/____       | \$ _____           | \$ _____          | \$ _____                   |
| ____/____/____       | \$ _____           | \$ _____          | \$ _____                   |
| ____/____/____       | \$ _____           | \$ _____          | \$ _____                   |
| ____/____/____       | \$ _____           | \$ _____          | \$ _____                   |

Has there been a prior mediation (either voluntary or court ordered?)

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who was the mediator? \_\_\_\_\_

Other relief or issues raised during settlement negotiations (e.g. Injunctive relief, specific performance, or other non-monetary relief or "emotional" issues that need to be addressed as part of any resolution):

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Expenses incurred by your party/client to date arising out of this dispute/litigation through date of mediation:  
(A = Actual; E = Estimated)

| <u>Expenses</u> |          | <u>Taxable Court Costs</u> | <u>Non-Taxable Expenses</u> | <u>Attorney's Fees</u> |
|-----------------|----------|----------------------------|-----------------------------|------------------------|
| <u>A</u>        | <u>E</u> |                            |                             |                        |
| _____           | _____    | \$ _____                   | \$ _____                    | \$ _____               |

Estimated total litigation costs (attorneys' fees, depositions, experts, court costs, non-taxable litigation expenses, travel, hotel, airfare, etc.) expected to be incurred from date of mediation through trial:

\$ \_\_\_\_\_

Estimated number of trial days: \_\_\_\_\_

**CONSENT TO MEDIATION:**

On behalf of my Party/Clients in the above-referenced cause, the undersigned attorney of record consents to Elliott S. Garsek, Attorney-Mediator, as mediator in such cause and agrees to the "Rules for Mediation" which have been provided to me.

Dated \_\_\_\_/\_\_\_\_/20\_\_

Respectfully submitted,

\_\_\_\_\_  
Attorney of Record

Return via fax [(817) 731-6200] or mail to:

Elliott S. Garsek  
Barlow Garsek & Simon, LLP  
3815 Lisbon Street  
Fort Worth, Texas 76107

## RULES FOR MEDIATION

1. **Definition of Mediation.** Mediation is a process under which an impartial person, the Mediator, facilitates communication between the parties to promote reconciliation, settlement, or understanding among them. The mediator may suggest ways of resolving the dispute.

2. **Agreement of the Parties.** Whenever the parties have agreed to mediation, they shall be deemed to have made these rules, as amended and in effect as of the date of the submission of the dispute, a part of their agreement to mediate.

3. **Consent to Mediator.** The parties consent to the appointment of the individual named as mediator in their case. The Mediator shall act as an advocate for resolution and shall use his best efforts to assist the parties in reaching a mutually acceptable settlement.

4. **Conditions Precedent to Serving as Mediator.** It is presumed that there is no conflict to prevent the Mediator from serving. If any party or the Mediator knows of a conflict, it should be revealed and considered.

5. **Authority of Mediator.** The Mediator does not have the authority to decide any issue for the parties, but will attempt to facilitate the voluntary resolution of the dispute by the parties. The Mediator is authorized to conduct joint and separate meetings with the parties and to offer suggestions to assist the parties in achieving settlement. If necessary, the Mediator may also obtain expert advice concerning technical aspects of the dispute, provided that the parties agree and assume the expenses of obtaining such advice. Arrangements for obtaining such advice shall be made by the Mediator or the parties, as the Mediator shall determine.

6. **Commitment to Participate in Good Faith.** While no one is asked to commit to settle their case in advance of mediation, all parties commit to participate in the proceedings in good faith with the intention to settle, if at all possible.

7. **Parties Responsible for Negotiating Their Own Settlement.** The parties understand that the Mediator will not and cannot impose a settlement in their case and agree that they are responsible for negotiating a settlement acceptable to them. The Mediator, as an advocate for settlement, will use every effort to facilitate the negotiations of the parties. The Mediator does not warrant or represent that settlement will result from the mediation process.

8. **Authority of Representatives.** Party representatives must have authority to settle and all persons necessary to the decision to settle shall be present. The names and addresses of each person shall be communicated in writing to the Mediator.

9. **Time and Place of Mediation.** The Mediator shall fix the time of each mediation session. The mediation shall be held at the office of the Mediator, or at any other convenient location agreeable to the Mediator and the parties, as the Mediator shall determine.

10. **Identification of Matters in Dispute.** At or before the first session, the parties will be expected to produce all information reasonably required for the Mediator to understand the issues presented. The Mediator may require any party to supplement such information.

11. **Mediation Sessions are Private.** The parties and their representatives may attend mediation sessions. Other persons may attend only with the permission of the parties and with the consent of the Mediator.

12. **Confidentiality.** Confidential information disclosed to a Mediator by the parties or by witnesses in the course of the mediation shall not be divulged by the Mediator. All records, reports or other documents received by a mediator while serving in that capacity shall be confidential. The Mediator shall not be compelled to divulge such records or to testify in regard to the mediation in an adversary proceeding or judicial forum. Any party that violates this agreement shall pay all fees and expenses of the Mediator and other parties, including reasonable attorneys' fees incurred in opposing the efforts to compel testimony or records from the Mediator.

The parties shall maintain the confidentiality of the mediation and shall not rely upon, nor introduce as evidence in any arbitral, judicial or other proceeding: (a) views expressed or suggestions made by another party with respect to a possible settlement of the dispute; (b) admissions made by another party in the course of the mediation proceedings; (c) proposals made or views expressed by the Mediator; or (d) the fact that another party had or had not indicated willingness to accept a proposal for settlement made by the Mediator.

13. **No Record.** There shall be no record recorded, handwritten notes, or any form of recording of the mediation process.

14. **Termination of Mediation.** The mediation shall be terminated: (a) by the execution of a settlement agreement by the parties; or (b) by declaration of the Mediator to the effect that further efforts at mediation are no longer worthwhile.

15. **Exclusion of Liability.** The Mediator is not a necessary or proper party in judicial proceedings relating to the mediation. Neither Mediator nor any law firm employing Mediator shall be liable to any party for any act or omission in connection with any mediation conducted under these rules.

16. **Interpretation and Application of Rules.** The Mediator shall interpret and apply these rules.

17. **Fees and Expenses.** The Mediator's fee shall be agreed upon prior to mediation and paid according to the fee policy of the Mediator. The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including fees and expenses of the Mediator, and the expenses of any witness and all the cost of any proofs or expert advice produced at the request of the Mediator, shall be borne equally by the parties unless they agree otherwise.

18. **Conflict.** Any conflict between these rules and any court order to which the mediation is subject, shall be controlled by the court order.