

AMANDA ADR Services
Case Submission Form (For Mediations)

INSTRUCTIONS

Please submit this form to AMANDA via email clerk@amandaadr.com along with a caption page, if available. Additionally, if multiple parties are involved, attach a service list. An AMANDA professional will contact all parties to coordinate the ADR process. To file an Arbitration, please use the Demand for Arbitration form found at www.amandaadr.com.

CASE CAPTION

_____ VS. _____

CLAIMANT

Name: _____ Court File Number (If any): _____

Representative Attorney: _____

Firm/Company: _____ Website Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

RESPONDENT

Name: _____ Court File Number (If any): _____

Representative Attorney: _____

Firm/Company: _____ Website Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

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INSURANCE INFORMATION

Carrier Name: _____ File/Claim Number: _____

Claim Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Other Parties to Dispute:

List Parties who have agreed to use ADR:

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NATURE OF DISPUTE / CLAIMS & RELIEF SOUGHT BY CLAIMANT

Attach a brief description of the case, including issues in controversy and case history, or attach Complaint.

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CASE INFORMATION

Suit Filed: _____ Case Number: _____ Trial Date: _____

Mediation Deadline (If Applicable): _____

SESSION INFORMATION

Mediation Neutral Analysis Referee or Special Master

Temporary Judge or Judge Pro Tem Other

If "Other" Include Details: _____

Location of Hearing Session (default is Defendant/Respondent Party's office): _____

Requested Session Dates: _____

Estimated Session Duration: _____

NEUTRAL INFORMATION

Parties Mutually Agree on Neutral(s)?: _____

Neutral(s) Names (If Applicable): _____

FEE SPLIT

Plaintiff / Claimant: _____% Defendant/Respondent: _____%

SUBMISSION INFORMATION

Submitted By: _____ Date: _____

Firm/Company: _____

Phone: _____ Fax: _____ Email: _____

Plaintiff Attorney Defense Attorney Claim Representative Other Party

If "Other" Include Details _____