

CASE SUBMISSION SHEET
SETTLEMENT WEEK
SEPTEMBER 15 THROUGH 19, 2008

PLEASE READ CAREFULLY! and comply fully with submission procedures, (Failure to do so may result in your case not getting set for Settlement Week mediation).

1. Obtain agreement of all parties regarding submission of case for Settlement Week mediation and several alternative dates and times.
2. Provide three (3) alternate times when all parties are available for the mediation
3. **ENCLOSE PAYMENT OF THE NON-REFUNDABLE SCHEDULING FEE OF \$50.00 PER PARTY, PER CASE, PAYABLE TO: McLENNAN COUNTY DRC.**
4. Return this completed Case Submission Form, by **AUGUST 29, 2008**, to:

Michael J. Kopp, Executive Director
McLennan County DRC
P. O. Box 1488
Waco, TX 76703-1488

Please list names of all parties and attorneys who will be attending the mediation session (attach additional pages as necessary).

<p>Plaintiff/Petitioner</p> <p>Party: _____</p> <p>Attorney: _____</p> <p>Address: _____</p> <p>City & Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p>	<p>Defendant/Respondent</p> <p>Party: _____</p> <p>Attorney: _____</p> <p>Address: _____</p> <p>City & Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p>
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Contact Person regarding this submission: _____

Are you willing to permit student observers at the mediation? Yes ____ No ____

Please list at least three (3) alternative times, which are agreeable to all parties for this mediation (list in order of preference 1st, 2nd and 3rd).

Monday	09/15/08 a.m. _____	Monday	09/15/08 p.m. _____
Tuesday	09/16/08 a.m. _____	Tuesday	09/16/08 p.m. _____
Wednesday	09/17/08 a.m. _____	Wednesday	09/17/08 p.m. _____
Thursday	09/18/08 a.m. _____	Thursday	09/18/08 p.m. _____
Friday	09/19/08 a.m. _____	Friday	09/19/08 p.m. _____

NOTE: All mediations will be scheduled for a half-day beginning at either 8:30 a.m. or 1:30 p.m.

CASE INFORMATION AND STATUS

Type of case: _____

Issues in Controversy: _____

Has suit been filed? Yes ____ No ____ Date of filing: _____

Cause No.: _____ (Please attach a copy of Cause No. & Style of Case)

Style: _____

Discovery status: Not started ____ In progress ____ Complete ____

Amount in Controversy: \$ _____

Have settlement negotiations begun? Yes ____ No ____

Most recent demand: \$ _____ Most recent offer: \$ _____

NOTE: By submitting this matter for Settlement Week mediation, the submitting attorney certifies: (1) that all parties have agreed on submission of this matter for Settlement Week mediation; (2) that all parties concur on the three alternative times submitted for the mediation.

Submitted by: _____

Signature: _____

Date: _____.

SEND CASE SUBMISSION SHEET TOGETHER WITH PAYMENT OF SCHEDULING FEE IN THE AMOUNT OF \$50.00 PER PARTY BY AUGUST 29, 2008, TO:

Michael J. Kopp
Executive Director
McLENNAN COUNTY DRC
P. O. Box 1488
Waco, TX 76703-1488

NOTE: Failure to return submissions, including payment of the scheduling fees for all parties, by AUGUST 29, 2008, may result in your case not being set for mediation during Settlement Week.