

**REQUEST FOR MEDIATION  
BERKS COUNTY BAR ASSOCIATION  
CIVIL DISPUTE RESOLUTION PROGRAM**

Date: \_\_\_\_\_

1. Party submitting request for mediation.

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and Email: \_\_\_\_\_

( ) Plaintiff ( ) Defendant Other \_\_\_\_\_

If you are being defended pursuant to an insurance contract, state the name of the insurance company:

\_\_\_\_\_

Name of legal counsel or insurance adjustor: \_\_\_\_\_

Firm name of legal counsel or office of adjustor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and Email: \_\_\_\_\_

2. Other parties.

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and Email: \_\_\_\_\_

( ) Plaintiff ( ) Defendant Other \_\_\_\_\_

If you are being defended pursuant to an insurance contract, state the name of the insurance company:

\_\_\_\_\_

Name of legal counsel or insurance adjustor: \_\_\_\_\_

Firm name of legal counsel or office of adjustor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and Email: \_\_\_\_\_

**[To the extent there are more than two parties, please attach a separate sheet of paper setting forth the same information for all parties to the action.]**

3. Brief description of the claim and amount of damages at issue.

4. Have the formal Court pleadings been filed in this case?

Yes                       No

If so, please set forth any discovery deadlines, arbitration dates, and/or trial dates currently pending, as well as the Court docket number and Judge assigned.

5. The mediation may be concluded by the drafting by the parties of a binding written agreement settling the dispute. Please state below who will be present at the mediation with authority to enter into a binding written agreement, and identify that person's capacity and authority.

6. Submission of request to mediate.

Please forward this form along with the initial fee of \$950.00 made payable to the Berks County Bar Association, representing a \$200.00 administrative fee to the Bar Association and a \$750.00 initial mediator fee.

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Berks County Bar Association  
P.O. Box 1058  
Reading, PA 19603-1058  
Attention: Joi L. Vanstone

REV. 6/2008