

Mediation Intake Form

*Office of Judicial Affairs and Mediation Services
Middle Tennessee State University*

Name: _____ Student ID #: _____

Local Address: _____

Local Phone #: _____ Cellular Phone #: _____

E-mail Address: _____

What is the easiest way to contact you?

Local Phone

Cellular Phone

E-mail

Name of Individual (s) Involved in Conflict:

Primary: _____

Secondary: _____

Classification: *Freshman* *Sophomore* *Junior* *Senior* *Masters*

Please list you availability for two-hour blocks of time for each day of the week:

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>

The assigned mediator will contact you to let you know the date, time, and location of your mediation. The mediator may also ask you to schedule a preliminary meeting prior to the scheduled mediation (different mediators handle cases in different ways). You are responsible for verifying with the assigned mediator that you will attend the scheduled mediation. Should the above schedule change, you are required to notify Judicial Affairs and Mediation Services (898-5812) and/or the assigned mediator.