



THE MEDIATION PROCESS

To begin the mediation process, the Initiator:

- Selects Mediation Provider
- Executes attached form, including contact info of other party
- Attaches a typed statement of the issue in dispute
- Attaches a copy of the real estate contract that contains the clause referring to mediation
- Forwards all material to the mediation provider selected

The Mediation Provider will contact all parties to arrange a mutually convenient time to meet. All fee matters to be discussed between parties and mediation providers directly.

REQUEST TO INITIATE MEDIATION & AGREEMENT TO MEDIATE

I request that mediate a dispute between the parties identified herein. I have executed and attached all necessary Provider documents, *including* contact information regarding other party.

(check one) ___----'All parties have agreed to mediate voluntarily ___~All parties are required to mediate I have authority to enter into and sign a binding written agreement to settle this dispute. INITIALS _____

1. PARTY REQUESTING MEDIATION Name: _____ If Company, Authorized Representative

Address: _____ City _____ State ___ Zip Code _____ Phone: Alternate #: _____
Fax _____ Email: _____ REAL TOR® Name & Firm: _____

LEGAL COUNSEL (if represented) Name: _____ Firm _____ Phone: Fax _____
Address: _____ Email: _____

2. OTHER PARTY TO DISPUTE (information must be provided) Name: _____ If Company, Authorized Representative _____ Address: _____ City _____ State _____ Zip Code _____ Phone: Alternate #: Fax: _____

Email: _____ REAL TOR® Name & Firm: _____

LEGAL COUNSEL (if represented) Name: _____ Firm _____ Phone: Fax _____
Address: _____ Email: _____

3. Have there been any formal court pleadings filed in this case? __ Yes __ No If yes, are there any trial dates or time limitations *involved*? __ Yes __ No If yes, please explain time constraints: _____

Date:-----:_____ Court: _____ City/County: _____ CourtCase: _____
Judge: _____

Are the parties required to mediate under the terms of an existing agreement? __ Yes No If yes, please attach a copy of the signed agreement.

A BRIEF STATEMENT OF THE NATURE OF THE DISPUTE TO BE MEDIATED: (TYPE OR PRINT CLEARLY, please attach additional pages as needed)

The Provider may charge an Administrative Fee to start the mediation process. This fee *covers* preparing the sets of documents, file administration, processing paperwork, scheduling and contacting the other parties to the mediation, if necessary. Location of mediation may require additional facility charges. Normally fees and expenses are shared unless otherwise agreed by the parties.

NAME _____
Signature Date _____

MEDIATION PROVIDERS

Following is a partial list of Mediation Providers in the Central Virginia area and their contact information. Please contact them for their fee structures. The Southside Virginia Association of REAL TORS® provides this list as a service to REAL TORS® and the general public.

Thomas A. Crooks 1625 Southcreek Drive Colonial Heights, V A 23834
(804) 530-1439 after 2pm Fax: (804) 863-1695
tomcl'Ooks@msn.com

Ellis Commonwealth Mediation Group 2108 W, Laburnum, Suite 220 Richmond, V A 23227
(804) 254-2664 Toll Free: 877-377-2780 Fax: (804) 254-2101
pe@cillgillcdiates.com

The following are the local mediators, who waive their fees for Southside Virginia Association Members.

Fred Morene
Ford Agency, Inc.
(804) 458-6333
Email: fmorene@fordag.com

George Grundy
George Grundy & Assoc.
(804) 861-5453
Email: george@georgegnlndy.com

Ron Hardy
1st Choice Realty Group, LLC
(804) 908-8913
E-mail: ronchardy@gmail.com