



The Mediation Process

To begin the mediation process, the Initiator must:

- Select Mediation Provider.
- Execute attached form, including contact info of other party.
- Attach a typed statement of the issue in dispute.
- Attach a copy of the real estate contract that contains the clause referring to mediation.
- Forward 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: _____ Fax _____ Email: _____

REALTOR® 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: _____ Fax _____ Email: _____

REALTOR® 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

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

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

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

Carmen Martin
Ford Agency
(804) 458-6333
cmartinrcs@yahoo.com