

# Robert L. Ray & Associates

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## MEDIATION – ARBITRATION

### PAPERWORK REQUIREMENTS

**PLEASE NOTE:** ALL SUPPORTING DOCUMENTATION MUST BE LEGIBLE

Date: .....  
SID: .....

#### Mediation / Arbitration

- Brief
- Memo granting settlement authority to our attorney and/or a witness with full settlement authority
- Settlement parameters if our attorney is given the settlement authority
- If settlement authority granted, a settlement guideline.
- Assignment of Action
- If Personal Injury a set of medical bills and an accident report
- Current Balance Ledger
- Notice of trial if Plaintiff was to give notice
- Name of witness and telephone number
- Client must be present

Name:.....  
Address: .....  
Phone: (.....) ..... SSN: ..... DOB:.....DL#: .....

Auto: Make: ..... Model: ..... Color: ..... Year: ..... Lic#.....  
Auto Loan Company if applicable : .....

Defendant: .....	Spouse: .....
Business or Employer Name: .....	.....
Address: .....	.....
Telephone Number: .....	.....
Title: ..... Salary: ..... Payday: .....	Title: ..... Salary: ..... Payday: .....
How long have you been there: .....	.....

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**Personal:**

Checking Account# ..... Business Assets: .....  
Bank, S&L, CU Name: .....  
Address:.....  
..... Accounts Receivable: .....  
Nature of Business: ..... Business Depts.: .....  
How Long in Business: .....  
Partners Names: .....  
Former Business Venture: .....  
When and what happened to Assets:.....

Have you sold any assets within the last 6 months other than the normal course of business?  
.....

Do you have any of the following: Stocks/ Bonds: ..... Jewelry: .....  
Life Insurance: ..... Safe Deposit Box: .....

Name, Address, Phone# of closest relative: .....  
.....

I DECLARE UNDER PANALTY OF PERJURY THAT THE ABOVE IS TRUE AND CORRECT

Date

Signature

ATTACH ADDITIONAL PAGES AS REQUIRED