

Mediation-Arbitration

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
- <End>