

Your Full Name: _____

CONFIDENTIAL INFORMATION SHEET

Please fill out this questionnaire and return it as soon as possible. It is important that you answer each question fully.

You should answer all questions. If a question does not apply to your particular situation, please indicate by marking the question "N/A". If the answer to any question requires more space than has been provided on the form, please complete your answer on a separate sheet: Refer to the question number to which your answer applies, and attach your answer to this questionnaire.

Your responses to these questions will help to organize your mediation and will likely save you time, and money on attorney's fees, in trying to gather and assemble information after the mediation is in progress.

Subject to the Rules of Mediation, this information shall remain confidential.

1. Please identify yourself:
- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Plaintiff | <input type="checkbox"/> Plaintiff's Attorney |
| <input type="checkbox"/> Defendant | <input type="checkbox"/> Defendant's Attorney |
| <input type="checkbox"/> Respondent | <input type="checkbox"/> Respondent's Attorney |
| <input type="checkbox"/> Other _____ | |

2. Style: _____
Cause No.: _____ Court: _____ County: _____

3. Please provide:
Full name: _____

4. What is your contact information?
Address: _____
City, state, zip: _____ County: _____
Mobile: _____ Home: _____
Fax: _____ Email: _____

If you wish to have your mail sent to a different address, please advise the mediator.

5. How were you referred to this office?
- | | |
|---|--|
| <input type="checkbox"/> Attorney _____ | <input type="checkbox"/> Houston Lawyer Referral Service |
| <input type="checkbox"/> Online | <input type="checkbox"/> Returning Client |
| <input type="checkbox"/> Friend _____ | <input type="checkbox"/> Other _____ |

6. Please briefly summarize your claims, counter claims, relief is sought, and/or defenses:

7. In your opinion, what are the primary disputed issues of law or fact? _____

8. What is the status of discovery?
 None Some Complete Mostly Complete Complete

9. If you do not have enough information to settle, what else do you need? _____

10. What is the last offer you made, and when did you make it? _____

Thank you.