

**LAW OFFICE OF SUSAN M. BUCKHOLZ
MEDIATION INTAKE FORM AND INFORMATION**

1. Date: _____
2. Name: _____
3. Address: _____
4. Phone: _____ Email: _____
5. Other Party Name: _____
6. Other Party Address: _____
7. Other Party Phone: _____ Other Party Email: _____
8. Please briefly describe the reason you are seeking mediation:

If you are enquiring about **divorce mediation**, please answer the following questions.

9. Date of Marriage/Civil Union: _____
10. Date of Separation: _____
11. If action is filed, please provide name of court and docket number: _____
12. Do you have minor children? _____

Other information you would like to know: _____

13. Preferred days/times for mediation: _____

Please email the form back to sue@buckholzlaw.com, or mail to P.O. Box 1421, Quechee, VT 05059 or fax to 802-296-2742.

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BRIEF INFORMATION ABOUT OUR OFFICE MEDIATION POLICY:

- Once both parties have contacted us, to confirm their participation in mediation, it is our practice to communicate via email. Communicating via email allows everyone to have the same information at the same time and everyone must “reply to all” so that everyone has all of the information that is being circulated.
- You will then receive a mediation agreement for you both to review. The agreement includes important information about the process itself.
- The hourly rate is \$300.00 (responsibility for payment is divided between you as you agree).
- The meetings are scheduled by email as well. Our office is located at 15 Railroad Row, White River Junction, VT.
- Both parties meet together with Attorney Buckholz, neither party meets with her separately to discuss the issues prior to the first session. During the mediation process, each party may have separate meeting time with Attorney Buckholz if the parties agree to doing so.
- If any documents have been filed, we ask that they are brought to the first mediation session or sent ahead of time.