

**Confidential Mediation Information Work Sheet
Submitted to Mediator, Steven C. Howard**

1. Names, addresses, and telephone numbers of parties plaintiff/claimant (identify authorized representatives, if known,) and attorneys of record:

2. Names, addresses and telephone numbers of the parties defendant and/or respondent (identify authorized representatives, if known) and attorneys of record:

3. Names, addresses and telephone numbers of other parties or interest holders, (please specify, "Intervenor", "Lien Holder", "Subrogation Claimant, etc.) (Identify authorized representatives, if known) and attorneys of record: Are all said parties aware of the mediation?

4. The nature of the Plaintiff/Claimant's claims and the Defendant\Respondent's defenses and counterclaims (attach any additional information/documents or needed pages).

5. What relief is sought by the parties?

6. What are the primary disputed issues of law or fact in this case, from your perspective?
(add any additional pages needed to fully explain your position).

7. What is the status of discovery- (1) little or none; (2) some discovery done but substantially incomplete; or (3) substantially complete or complete?

8. Do you have sufficient information, documents, medical bills, expert reports, etc. to form a realistic settlement position? If not, what else is needed do so?

9. Regarding any previous settlement discussions, what are the last demands for settlement by Plaintiff/Claimant and offers of settlement by Defendant/Respondent?

10. When is the scheduled trial date and ADR deadline?

11. How many people will be coming from your side?

On behalf of _____ (party or attorney), one of the parties to the above case/matter the undersigned Attorney of Record or pro se representative, requests that Steven C. Howard agree to act as mediator in the above case/matter and I agree to be bound by the "Rules of Mediation" provided by Steven C. Howard, P.C. to me herewith.

Dated, the ____ day of _____, 2022.

RESPECTFULLY SUBMITTED

Attorney of Record and/or Pro-se Party