



Fax to (785) 233-3703  
E-mail to: Lidia Brooks  
[lbrooks@jpalmerlaw.com](mailto:lbrooks@jpalmerlaw.com)

Palmer Mediation LLC  
2348 SW Topeka Blvd.  
Topeka, KS 66611-1286

Dear Counsel,

You have requested that I mediate a case in which you are involved. Please fax, e-mail (preferred), or mail me the following information so that I have it confirmed in my file in writing by filling out the Intake Form attached.

I will then mail each counsel (or party) a memorandum requesting certain information to be provided one week before the mediation.

Please e-mail to my legal assistant, Lidia Brooks at [lbrooks@jpalmerlaw.com](mailto:lbrooks@jpalmerlaw.com)

Sincerely,

Jerry R. Palmer

## **MEDIATION INTAKE FORM**

(You may submit the information in any form,  
an electronic word document preferred)

1. Date & Time of Mediation:  
(Preferably at 10:00am unless other arrangements are made)

2. Identity of case

Caption:

Court:

Court No.:

Trial Date (if any):

3. The mediation will be convened at the offices of: *Please call Lidia Brooks for availability of the conference rooms in our office before completing the intake form.*

Address:

Phone:

Fax:

4. Name, addresses, business phone numbers, cell phone numbers, fax numbers and e-mail addresses of all counsel (or parties) who will participate.

5. Type of case:

- Construction
- Contract
- Employment
- Med Mal
- Probate
- Real Estate
- Tort
- Other

6. Health Care Stabilization Fund     Notify  
 Does not need to be notified

7. All counsel (or parties) have agreed to Jerry R. Palmer as mediator:

Yes      No  

8. I understand that unless otherwise agreed the mediator will submit a bill for all time by the rates below and expenses pro-rata to the parties.

Yes      No  

**2016 Fee Schedule per hour:**

2 parties	\$350.00
3-4 parties	\$375.00
5-8 parties	\$440.00
9 or more Parties	\$495.00

**Any case involving more than 5 million dollars (realistic value not just claimed) will be a minimum of \$500.00 an hour.**

In addition, travel time is charged outside of Topeka plus actual expenses.

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Signed by Counsel

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E-mail address