

The logo for Palmer Mediation, LLC features a large black inverted triangle at the top. Inside this triangle, the text "Palmer Mediation, LLC" is written in a gold, serif font. Below the main triangle is a smaller, black inverted triangle composed of several horizontal lines of varying lengths, creating a stepped effect.

**Palmer Mediation, LLC**

E-mail to: Jerry palmer  
[palmerjer@jpalmerlaw.com](mailto:palmerjer@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. **Covid-19 Notice:** Until the jurisdiction reaches "Phase Out" mediations by default will be conducted VIA ZOOM . In a unique situation I may agree to face to face in my office where we are observing strict Covid control and have plexiglass panels in our 2 conference rooms. *Please call Lidia Brooks for availability of the conference rooms in our office before completing the intake form.*
  - A - Via Zoom
  - B – At Palmer Mediation
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

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  

**Fee Schedule per hour:**

2-3 parties	\$375.00
4-8 parties	\$475.00
9 or more Parties	\$500.00

**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