



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 Catherine Kincade [ckincade@jpalmerlaw.com](mailto:ckincade@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" Zoom is the preferred venue for Mediation. I am still available for Face-to-Face mediations. Since there are several respiratory viruses circulating (Covid, Adult RSV and the Flu) I request all counsel the morning of the F to F mediation to represent their participants are symptom free. If a participant is symptomatic that arrangements be made for their remote appearance, so others are not exposed**
4. For to F to F mediations in my office please confirm conference rooms are available to accommodate the participants by calling Catherine Kincade 785-233-1836. If another office is to be used, please provide the address and suite number and the contact person for that location. I am fully vaccinated and double boosted and have recovered from a breakthrough case of Covid 19. This precaution is my best effort to protect all other participants.
5. **The mediation will be conducted by Zoom \_\_\_\_\_, F to F at Palmer Mediation\_\_\_\_, Alternate Location\_\_\_\_\_.**
6. Address and contact alternate Location
7. Name, addresses, business phone numbers, cell phone numbers, fax numbers and e-mail addresses of all counsel (or parties) who will participate.

8. Type of case:

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

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

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

Yes      No  

11. I understand that unless otherwise agreed the mediator will submit a bill for all time at 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.

\_\_\_\_\_  
Signed by Counsel

\_\_\_\_\_  
E-mail address