

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 text, there are several horizontal black bars of varying lengths, creating a stepped, funnel-like appearance that tapers towards the bottom.

Palmer Mediation, LLC

E-mail to: Jerry palmer
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.

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. *Now that Covid restrictions have been removed I am scheduling in person and still doing Zoom mediations, they are still worth considering since they make more people available and are less expensive for the parties with almost the same success rates.*
4. For In Person 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.
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	\$425.00
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