

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 downwards.

**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 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. *Now that Covid restrictions have been removed I am 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	\$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