

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 Lucca Grene lgrene@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 Lucca Grene 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:

<ul> <li>Construction</li> <li>Contract</li> <li>Employment</li> <li>Med Mal</li> <li>Probate</li> <li>Real Estate</li> <li>Tort</li> </ul>	
9. Health Care Stabilization I	Fund   Notify
	<ul> <li>Does not need to be notified</li> </ul>
10. All counsel (or parties) ha	ve agreed to Jerry R. Palmer as mediator:
	Yes   No
	otherwise agreed the mediator will submit a s 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 \$500.00 Parties	
-	than 5 million dollars (realistic value not nimum of \$500.00 an hour.
In addition, travel time is cha	arged outside of Topeka plus actual expenses.
	Signed by Counsel
	E-mail address