

**CONFIDENTIAL MEDIATION BACKGROUND INFORMATION**  
**FOR MEDIATION OFFICE REVIEW ONLY**

**Submit this form directly to the Mediation Office.**  
**Please do NOT file with the Court or disclose to other parties.**

Case Name: \_\_\_\_\_

Case No.: \_\_\_\_\_

Please identify your client(s) and provide contact information for each participant in the mediation conference. If more than one attorney is involved, the attorney with the most direct relationship with the client is required to participate in the conference and should be listed as Lead Mediation Counsel below. At least one participating attorney **MUST** file an appearance in this case.

Client Name(s):

Appellant

Appellee

Other

Details: \_\_\_\_\_

Lead Mediation Counsel:

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mediation Counsel:

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Client(s)/Participant(s):

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

**By participating in mediation, participants acknowledge mediation communications are confidential pursuant to 6 Cir. R. 33, recording of mediation is not permitted, and only those identified by counsel are permitted to participate in mediation.**

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This information will not be shared with other parties or their counsel. It is intended to help the mediator more effectively assist you in assessing prospects for settlement generally, and then, if warranted, by steering negotiations toward solutions that may satisfy the parties' interests. Please be as thorough and candid as possible.

1. Please state all specific interests and concerns, other than monetary, which you think should be taken into account in considering resolution of this case:\*

2. Please identify any potential obstacles to settlement (on either side). If there have been prior settlement or mediation discussions, please provide relevant information that should be taken into account:\*

3. Please provide any other information, comments, or insights to assist the mediator in understanding this case, the underlying dispute, and other issues relevant to settlement efforts:\*

\*If additional space is needed, please continue the responses on a separate page. Please e-mail this form and any continuation pages to the Mediation Office as a single pdf document (see e-mail instructions below).