

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

***Submit this form directly to the Mediation Office. Do NOT file it in the clerk's office or otherwise disclose it to the court or to other parties.***

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

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

1. Please identify your client(s) and provide contact information for each lawyer who will participate 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.

Client Name(s):

Appellant

Appellee

Other

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

**Lead Mediation Counsel:**

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

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

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

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

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

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

Fax: \_\_\_\_\_

**Other counsel who will participate on behalf of your client:**

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

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

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

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

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

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

Fax: \_\_\_\_\_

2. Identify each client who will participate in the mediation conference. If they will participate in the mediation conference but at a different telephone number, please list the number where they can be reached.

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

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

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

***\*The mediator will call you and all other participants. You do not need to call in to our office.*** Please provide the best number at which each participant can be reached. Note: *We encourage participants to use land lines whenever possible. If the use of a land line is not possible or would be unduly inconvenient, please see the Mediation Conference Notice or the Sixth Circuit website for important requirements regarding the use of cell phones in mediation conferences.*

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Return by email to [CA06-mediation@ca6.uscourts.gov](mailto:CA06-mediation@ca6.uscourts.gov) or fax (513/564-7349), at least five working days prior to the mediation conference, to the attention of the Mediation Administrator.

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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).