

Conflict Resolution & Conciliation Services
Client Information – Employment/Workplace Case

Date _____

Your Name _____ Age _____

Mailing address _____

City/State _____ Zip _____

Phone: Daytime () _____ Evening () _____ Cell () _____

Fax () _____ E-Mail _____

Referred by _____ who lives in _____. He/she is a:

Former conciliation client Pastor/church leader Attorney Other _____

Or, if you learned about us through a directory listing or website, which one? _____

Education (last level completed) _____ Type/major _____

Occupation _____ Employer _____ Since _____

Religious Faith: None Christian Jewish Muslim Agnostic Other _____

Marital Status: (Mark as applies) Never married Widowed Divorced Now Separated _____ months

Now Married _____ yrs to _____

Children's names/ages _____

Physical health: Very good Good Poor Recent major illness, injury, or disability (describe below)

Regarding the Organization/Business involved in this dispute:

Name of Organization/Business: _____ In operation since: _____

Your role in the organization or business: _____ Since: _____

Mailing address _____

City/State _____ Zip _____

Type of Organization/Business: _____

If you have talked with an attorney about your situation, or intend to, please provide the following information:

Attorney _____ Firm _____

Street Address _____ Phone _____

City/State _____ Zip _____ Fax _____

Have you received advice from anyone else regarding this situation? No Yes (If yes, give names and dates below.)

What do you want us to do? (What are your hopes and expectations in coming here?) *Please provide us a description of your circumstances on page 3.*

Is there any other information we should know?

Information on Other Party and Participants:

*Please identify the other party(s) involved in the dispute and each other individual who you anticipate would or should participate in this dispute resolution process with you or the other party.
(Use additional copies of this page if necessary)*

___ Other Party; ___ Additional participant with other party; ___ Additional participant with you:
Name _____ Aprox. Age _____
Mailing address _____
City/State _____ Zip _____
Phone: Daytime () _____ Evening () _____ Cell () _____
Fax () _____ E-Mail _____

If other party/participant is associated with the organization or business involved in this dispute:
Their role in the organization or business: _____ How Long? _____
Other party or participant's relationship with you _____ How Long? _____

___ Other Party; ___ Additional participant with other party; ___ Additional participant with you:
Name _____ Aprox. Age _____
Mailing address _____
City/State _____ Zip _____
Phone: Daytime () _____ Evening () _____ Cell () _____
Fax () _____ E-Mail _____

If other party/participant is associated with the organization or business involved in this dispute:
Their role in the organization or business: _____ How Long? _____
Other party or participant's relationship with you _____ How Long? _____

___ Other Party; ___ Additional participant with other party; ___ Additional participant with you:
Name _____ Aprox. Age _____
Mailing address _____
City/State _____ Zip _____
Phone: Daytime () _____ Evening () _____ Cell () _____
Fax () _____ E-Mail _____

If other party/participant is associated with the organization or business involved in this dispute:
Their role in the organization or business: _____ How Long? _____
Other party or participant's relationship with you _____ How Long? _____

Preliminary Statement of Issues and Remedies

This page will be provided to the other party to inform the other party of the nature of the dispute that has been submitted to us for resolution. Please complete this page thoughtfully, using words that are clear, gracious, and respectful. CR†CS will combine the parties' preliminary statements of issues into a joint statement of issues that the parties will be asked to approve prior to commencing a mediation, mediation/arbitration, or arbitration.

Please describe your dispute in three sentences or less.

What issues or questions do you want to have resolved or answered?

What do you want from the other party?

If this is a legal matter, what claim or remedy do you seek?

(Include dollar amount, if any.)