



**Glazier Mediation Group, LLC – Call 561-981-2633**  
**Mediation Intake Scheduling Form - General**

Matter/Case Name: \_\_\_\_\_

Your Firm File #: \_\_\_\_\_ Case Type: \_\_\_\_\_

(Preferred) Mediation \_\_\_\_\_ Mediation Already Scheduled With  
Dates/Times: \_\_\_\_\_ \_\_\_\_\_ Opposing Counsel

Mediation Deadline Date: \_\_\_\_\_ URGENT/RUSH

\_\_\_\_\_ Copy of Mediation Order Attached OR \_\_\_\_\_ No Mediation Order Parties Agreed to Mediate

\_\_\_\_\_ OK to Unilaterally Set

Time/Hours Needed: \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5 \_\_ 6 \_\_ Other(\_\_\_\_)

Payment: \_\_ 50/50 Split \_\_ Plaintiff 100% \_\_ Defendant 100%

Responsible for Notice: \_\_ Plaintiff \_\_ Defendant \_\_ GMG

Preferred Mediation Location:

\_\_\_\_\_ Attorney's Office or Glazier Mediation Group Office  
\_\_\_\_\_ Plaintiff \_\_\_\_\_ Boca \_\_\_\_\_ Palm Beach Gardens

\_\_\_\_\_ Defendant \_\_\_\_\_ Stuart \_\_\_\_\_ West Palm Beach

\_\_\_\_\_ Sunrise \_\_\_\_\_ Ft. Lauderdale

\_\_\_\_\_ Miami \_\_\_\_\_ Coral Gables

\_\_\_\_\_ Pre-Suit or \_\_\_\_\_ Circuit Court Case

Case #: \_\_\_\_\_

Judge: \_\_\_\_\_

Judicial Circuit: \_\_\_\_\_



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**Your Information:**

\_\_\_Plaintiff Attorney \_\_\_Defendant Attorney \_\_\_Pro se'

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm: \_\_\_\_\_ FAX: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Opposing Counsel/Party Information:**

\_\_\_Plaintiff Attorney \_\_\_Defendant Attorney \_\_\_Pro se'

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm: \_\_\_\_\_ FAX: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Assistant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**COMPLETE & FAX TO: 888-981-3292 OR**  
**E-MAIL TO: CLIENTSERVICES@GLAZIERMEDIATION.COM**