

SETTLEMENT WEEK SUBMISSION SHEET

September 14, 2009 – September 18, 2009

MUST BE RETURNED BY 4:00 PM on Friday, August 28, 2009

- **PLEASE READ CAREFULLY!** Failure to comply strictly with these submission procedures will result in your case not being set for mediation.

In order to help the Settlement Week Committee assign the submitted cases, please answer the following questions:

1. Is this a VLS case? _____
2. Is either party Pro Se? _____
3. Is this a Pro Bono or Reduced Fee case? _____
4. Is this case submitted by agreement of all the parties and attorneys? _____
5. Complete all areas of the Submission Sheet. Failure to do so may result in your case being rejected. Return via the following options:

Please make the \$25.00 check payable to **DISPUTE RESOLUTION CENTER (DRC)**. The submitting attorney is responsible for paying the \$25.00 administrative fee, but the attorney for each party can share the cost of the administrative fee.

Mail or deliver the submission sheet and the administrative fee to:

Rita Rancken, Dispute Resolution Center, 5407 North IH-35, Suite 410, Austin, TX 78723,
telephone no.: 512-371-0033

There is a 5-case per attorney limit. Cases will be assigned to a mediator on a first come-first served basis. The attorneys/parties are responsible for scheduling the mediation with the mediator for an agreeable time and location. You will receive notice of the mediator assigned to your case before the week of September 7, 2009.

⇒ NOTE: It is not acceptable for parties to appear by phone. Everyone must be present during the mediation; this includes attorneys, clients and insurance representatives.

The attached Case Submission Sheet must be filled out completely. Please feel free to attach additional pages if needed.

****** By submitting a case, the submitting attorney *certifies* to the court that all parties agree to submitting the case for mediation during settlement week. The submitting attorney is responsible for notifying all parties of the mediator selected.**

If any attorney obtains an Order for Referral to Mediation, you must immediately provide a copy of same to all parties.

**** PLEASE REMEMBER TO INCLUDE THE \$25.00 ADMINISTRATIVE FEE. ****

CASE SUBMISSION SHEET

Cause Number: _____ District or County Court Number: _____
Full Style of Case: _____

Plaintiff(s): _____ Defendant(s): _____
Individual attending mediation: _____ Individual attending mediation: _____
Attorney: _____ Attorney: _____
Address: _____ Address: _____
Zip: _____ Zip: _____
Phone #: _____ Phone #: _____
Fax #: _____ Fax #: _____
Email address: _____ Email address: _____

- Date this suit was filed: _____
• Have all essential parties appeared and answered? _____
If not, explain. _____
• Is any party in bankruptcy? _____ If so, has the stay been lifted by the bankruptcy court,
permitting this case to proceed to mediation? _____
• DISCOVERY: _____ complete _____ in progress _____ not started
• SETTLEMENT NEGOTIATIONS: (check the appropriate space and provide the latest offer and
demand if negotiations have been initiated.)
_____ Negotiations initiated: last offer _____ last demand _____
_____ No negotiations
Approximate amount of claim \$ _____

PLEASE CHECK THE ONE CATEGORY WHICH BEST DESCRIBES THE CASE:

- _____ Bad Faith _____ Breach of Warranty _____ Collection
_____ Construction _____ Contract Dispute _____ DTPA
_____ Employee's Rights _____ Family Law _____ Foreclosure
_____ Legal Malpractice _____ Medical Malpractice _____ Products Liability
_____ Personal Injury (auto) _____ Personal Injury (other) _____ Property Damage
_____ Real Estate _____ Suit on note _____ Workers' Comp.
_____ Other (please specify) _____

PLEASE CHECK ANY OF THE FOLLOWING CIRCUMSTANCES THAT DESCRIBE THE CASE:

- _____ Requires statutory construction
_____ Involves governmental policy
_____ Involves highly technical or scientific questions
_____ Multiple plaintiffs or defendants (more than 3 of either). If multiple parties, do you feel this case is
appropriate for mediation with a 4-hour time limit? _____
_____ Other Special Circumstances: _____

Submitted by: _____ Phone Number: _____

Printed Name: _____

By my signature, I certify that all parties agree to this submission.

OFFICE USE ONLY: Settlement Week Reference # _____