

## **DRC LITIGATION PROGRAM MEDIATION REQUEST**

In order to process your request for mediation, arbitration or moderated settlement conference, please provide the following pertinent information. If you have any questions, please contact the Litigation Department at (713) 755-8274.

- Description/background of case (a brief synopsis, including type of case, date case was filed and the trial date, if applicable). **Please do not send pleadings**
- Approximate dollar amount involved (please state specific amount)
- Total number of parties (Ex: 2 plaintiffs & 1 defendant = 3 parties)
- Names, addresses, telephone numbers **and** fax numbers of **all** counsel, insurance adjusters **and/or** pro se parties
- Mediation date(s) acceptable to all parties. Please **do not** list more than three (3) dates. Opposing counsel must agree to the date(s) **BEFORE** submission to DRC. Please submit your written request as quickly as possible. Mediations are typically scheduled with **two (2) weeks advance notice** from the date the completed request is received. Incomplete requests will not be processed until all information has been received. Your request should state **AGREED MEDIATION DATE IS \_\_\_\_\_**
- Time of mediation – Mediations are usually held at 9:30 a.m. or 1:30 p.m. for one-half day sessions. Please note that **no** mediations will be held on Friday afternoons, weekends, holidays or an afternoon before a holiday
- Complete style of case (please list all parties- no “et al”) and cause number. If your case is a federal case, please list the court and the judge
- Status of discovery
- State whether or not your office or the office of opposing counsel (if applicable) is available to host the mediation; and
- All opposing counsel and interested parties must be provided a copy of your request. However, your date(s) for mediation must be agreed to prior to submitting your request to this office

**As stated above, requests not containing all information can not be processed. Requests may be mailed to:  
Dispute Resolution Center, Attn.: Litigation Department, 49 San Jacinto, Suite 220, Houston, TX 77002  
or faxed to (713) 755-8885.**