



THE MEDIATION PROCESS

To begin the mediation process, the Initiator:

- Selects Mediation Provider
- Executes attached form, including contact info of other party
- Attaches a typed statement of the issue in dispute
- Attaches a copy of the real estate contract that contains the clause referring to mediation
- Forwards all material to the mediation provider selected

The Mediation Provider will contact all parties to arrange a mutually convenient time to meet. All fee matters to be discussed between parties and mediation providers directly.

REQUEST TO INITIATE MEDIATION & AGREEMENT TO MEDIATE

I request that mediate a dispute between the parties identified herein. I have executed and attached all necessary Provider documents, *including* contact information regarding other party.

(check one) \_\_\_----'All parties have agreed to mediate voluntarily \_\_\_~All parties are required to mediate I have authority to enter into and sign a binding written agreement to settle this dispute. INITIALS \_\_\_\_\_

1. PARTY REQUESTING MEDIATION Name: \_\_\_\_\_ If Company, Authorized Representative \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_ Phone: Alternate #: \_\_\_\_\_  
Fax \_\_\_\_\_ Email: \_\_\_\_\_ REAL TOR® Name & Firm: \_\_\_\_\_

LEGAL COUNSEL (if represented) Name: \_\_\_\_\_ Firm \_\_\_\_\_ Phone: Fax \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

2. OTHER PARTY TO DISPUTE (information must be provided) Name: \_\_\_\_\_ If Company, Authorized Representative \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: Alternate #: Fax: \_\_\_\_\_

Email: \_\_\_\_\_ REAL TOR® Name & Firm: \_\_\_\_\_

LEGAL COUNSEL (if represented) Name: \_\_\_\_\_ Firm \_\_\_\_\_ Phone: Fax \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

3. Have there been any formal court pleadings filed in this case? \_\_ Yes \_\_ No If yes, are there any trial dates or time limitations *involved*? \_\_ Yes \_\_ No If yes, please explain time constraints: \_\_\_\_\_

Date:-----:\_\_\_\_\_ Court: \_\_\_\_\_ City/County: \_\_\_\_\_ CourtCase: \_\_\_\_\_  
Judge: \_\_\_\_\_

Are the parties required to mediate under the terms of an existing agreement? \_\_ Yes No If yes, please attach a copy of the signed agreement.

**A BRIEF STATEMENT OF THE NATURE OF THE DISPUTE TO BE MEDIATED:** (TYPE OR PRINT CLEARLY, please attach additional pages as needed)

The Provider may charge an Administrative Fee to start the mediation process. This fee *covers* preparing the sets of documents, file administration, processing paperwork, scheduling and contacting the other parties to the mediation, if necessary. Location of mediation may require additional facility charges. Normally fees and expenses are shared unless otherwise agreed by the parties.

NAME \_\_\_\_\_  
Signature Date \_\_\_\_\_

**MEDIATION PROVIDERS**

Following is a partial list of Mediation Providers in the Central Virginia area and their contact information. Please contact them for their fee structures. The Southside Virginia Association of REAL TORS® provides this list as a service to REAL TORS® and the general public.

Thomas A. Crooks 1625 Southcreek Drive Colonial Heights, V A 23834  
(804) 530-1439 after 2pm Fax: (804) 863-1695  
[tomcl'Ooks@msn.com](mailto:tomcl'Ooks@msn.com)

Ellis Commonwealth Mediation Group 2108 W, Laburnum, Suite 220 Richmond, V A 23227  
(804) 254-2664 Toll Free: 877-377-2780 Fax: (804) 254-2101  
[pe@cillglllcdiates.com](mailto:pe@cillglllcdiates.com)

**The following are the local mediators, who waive their fees for Southside Virginia Association Members.**

**Fred Morene**  
**Ford Agency, Inc.**  
**(804) 458-6333**  
Email: [fmorene@fordag.com](mailto:fmorene@fordag.com)

**George Grundy**  
**George Grundy & Assoc.**  
**(804) 861-5453**  
Email: [george@georgegnlndy.com](mailto:george@georgegnlndy.com)

**Ron Hardy**  
**1st Choice Realty Group, LLC**  
**(804) 908-8913**  
E-mail: [ronchardy@gmail.com](mailto:ronchardy@gmail.com)