

**NUECES COUNTY
DISPUTE RESOLUTION SERVICES
Information about the Request for Mediation**

- 1. ALL Mediations for Nueces County Residents are FREE UNLESS BEFORE THE COURT.**

Let us help you.

- 2. Print out the *Request for Mediation* and complete it.**

Fill in each blank on page 1.

- Include the name, address, telephone number and email address of each person who needs to attend the mediation in order to settle the dispute.
- If the other side is a business, list the name and email address of each person from the Business who needs to attend the mediation to settle the dispute.
- On the bottom of page 1, state exactly what you want the other person to do.
- On page 2, include information about the dispute.
- Sign your name and the date on the bottom of page 2.

- 3. Hand deliver or mail the Request for Mediation to:**

Dispute Resolution Services
Nueces County Courthouse
901 Leopard St., Ste 401.2
Corpus Christi, Texas 78401

Or fax the Request for Mediation to (361) 888-0754

- 4. Contact information for DRS: Phone at (361) 888-0650
Fax at (361) 888-0754**

Greg Wills, Executive Director
Sylvia Gomez, Assistant Director

**NUECES COUNTY
DISPUTE RESOLUTION SERVICES**
Request for Mediation

DATE: _____ REFERRED BY: _____

INITIATING PARTY (YOU): Please Print

Name: _____

Address: _____ City/State _____ ZIP: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

RESPONDING PARTY (OTHER SIDE):

Name _____ Email Address: _____

Address _____ City/State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

- Relationship/How do you know this person? _____
(For example: Landlord/tenant, consumer/merchant, friends, etc.).

- Does an attorney represent you in this matter? If yes, by whom? _____
Address & Phone: _____

- Do you have pending legal action in any court regarding this matter? _____
If yes, please explain. _____

Please state the **Desired Resolution** (exactly what do you want?)

Additional required information is on the next page.

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Please Print or Type

Use only this space. Briefly State the Facts or Nature of the Dispute:

The Parties Agree Upon the Following:

The Parties Disagree Upon the Following:

SIGNATURE:

DATE:
