

**HOMEBUYERS/HOMESELLERS DISPUTE RESOLUTION SYSTEM
REQUEST TO INITIATE MEDIATION - TRANSMITTAL FORM**

*(To be completed and mailed to DRS Mediation Provider
by party requesting mediation)*

DATE

1. NAMES OF ALL PARTIES TO THE DISPUTE

2. PARTY REQUESTING MEDIATION

Name Phone No. FAX

Address

Email

LI Buyer LI Seller LI Broker LI Sales Agent LI Builder/Contractor

LI Other

Professional Liability Insurance Company (if any):

Name and Address of Legal Counsel or Other Representative:

Name Phone No.

Firm FAX

Address

Email

3. OTHER PARTIES (respondents, other claimants, other potentially responsible parties)

A. Name Phone No. FAX

Address

Email

LI Buyer LI Seller LI Broker LI Sales Agent LI Builder/Contractor

LI Other

Professional Liability Insurance Company (if any):

Name and Address of Legal Counsel or Other Representative:

Name Phone No.

Firm _____ FAX _____

Address _____

Email _____

B. Name _____ Phone No. _____

FAX _____

Address _____

Email _____

LI Buyer LI Seller LI Broker LI Sales Agent LI Builder/Contractor
 LI Other

Professional Liability Insurance Company (if any):

Name and Address of Legal Counsel or Other Representative:

Name _____ Phone No. _____

Firm _____ FAX _____

Address _____

Email _____

C. Name _____ Phone No. _____

FAX _____

Address _____

Email _____

LI Buyer LI Seller LI Broker LI Sales Agent LI Builder/Contractor
 LI Other

Professional Liability Insurance Company (if any):

Name and Address of Legal Counsel or Other Representative:

Name _____ Phone No. _____

Firm _____ FAX _____

Address _____

Email _____

D. Name _____ Phone No. _____ FAX _____

Address _____

Email _____

LI Buyer LI Seller LI Broker LI Sales Agent LI Builder/Contractor

LI Other

Professional Liability Insurance Company (if any):

Name and Address of Legal Counsel or Other Representative:

Name _____ Phone No. _____

Firm _____ FAX _____

Address _____

Email _____

4. BRIEF Description OF CLAIM (attach additional sheets if necessary):

5. **AMOUNT OF MONEY INVOLVED:** _____ (\$ _____)
6. Have there been any formal court pleadings filed in this case? LI Yes LI No

If yes, are there any trial dates or time limitations involved? LI Yes LI No

Date _____ Court _____

County _____ Judge _____

Court Case #:

7. Do you have authority to enter into and sign a binding written agreement to settle this on behalf of the party you represent? LI Yes LI No

Comment(s):

8. Do you need additional information from another attorney? LI Yes LI No

If yes, what? _____

9. Has a prior agreement to mediate been signed by the parties? LI Yes LI No

If yes, please attach copy of the signed agreement.

PLEASE MAIL THIS FORM TO:

Julie Seidlin, Program Administrator
The Polk County Justice Center
222 5th Avenue
Des Moines, Iowa 50309
districtcourtmediation@pcbaonline.org

THIS IS A LEGALLY BINDING CONTRACT. If not understood, consult with the lawyer of your choice.

Revised 2019

©2006 IAR and

DMAAR