

Susan Green, J.D., LL.M.

CONFIDENTIAL MEDIATION PREPARATION WORKSHEET*

1. Please provide a brief description of the situation to be mediated. Attach additional sheets if necessary:
2. If litigation has already been initiated, please state the posture of the case before the court, including the existence of any pending dispositive motions:
3. Please identify each item of damages (type and amount) claimed:
4. Please describe the status of any settlement negotiations to date:
5. Please describe why it is important to you to settle this dispute:

10. Please describe your worst case scenario if you fail to resolve this dispute by mediation:

Name _____

Date _____

Telephone _____

Fax No. _____

Best times to reach you by telephone _____

***NOTE:** The purpose of this worksheet is to help you and the mediator prepare for the mediation. The information you provide to the mediator on this worksheet will not be disclosed to the other party(ies) or their attorney(s) without your consent.

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