



# Request to Mediate (Form RM)

Address of the property that is the subject of the dispute:

## I. PARTY REQUESTING MEDIATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (home/office): \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

In the disputed transaction I am the:

- Buyer
- Seller
- Broker
- Salesperson
- Other \_\_\_\_\_

Will you be represented by legal counsel at the mediation?  Yes  No

If yes please provide the following:

Counsel name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Do you have authority to enter into and sign a binding written agreement to settle this dispute?  Yes  No

Comments: \_\_\_\_\_

Please list any dates you WILL NOT be available for a mediation conference during the 60-day period from the date of this request. Please plan to reserve the entire day for the mediation.

\_\_\_\_\_  
\_\_\_\_\_



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## II. SELECTION OF MEDIATOR

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_

Check here if you would like the Center to assign a mediator on your behalf.

Has the Other Party agreed to your proposed mediator(s)?  Yes  No

Comments: \_\_\_\_\_

## III. DISPUTE SUMMARY

Amount of money involved in the dispute: \$ \_\_\_\_\_

Other requested remedy: \_\_\_\_\_

Please provide a brief description of the dispute below. A short description of the dispute is all that is needed now (e.g., deposit dispute, failure to disclose a known defect, landlord-tenant dispute, homeowners' association dispute, etc.). You will be given the opportunity to provide further details and a mediation brief directly to your mediator once the mediation is confirmed.

\_\_\_\_\_  
\_\_\_\_\_

Please check here if you believe your dispute will require an extensive review of documents or briefs by the mediator, or if the basis for the dispute does not arise out of a Orange County REALTORS® standard form. If checked, the mediator will contact you to discuss whether additional mediation fees for preparation time will apply.

Have formal court proceedings been filed related to the dispute?  Yes  No

If Yes, please provide the following:

Case # \_\_\_\_\_ Court \_\_\_\_\_

Hearing Date \_\_\_\_\_ Judge \_\_\_\_\_

Are there any trial dates or time limitations involved?  Yes  No

If Yes, please specify: \_\_\_\_\_

Revised 01/04/19



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## IV. OTHER PARTY INFORMATION

(Please include all parties required to mediate under your agreement.) Attach additional sheets as necessary.

### Other Party 1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (home/office): \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

In the disputed transaction I am the:

- Buyer
- Seller
- Broker
- Salesperson
- Other \_\_\_\_\_

Will you be represented by legal counsel at the mediation?  Yes  No

If yes please provide the following:

Counsel name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Other Party 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (home/office): \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

In the disputed transaction I am the:

- Buyer
- Seller
- Broker
- Salesperson
- Other \_\_\_\_\_



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## IV. OTHER PARTY INFORMATION (CONTINUED)

### Other Party 2:

Will you be represented by legal counsel at the mediation?  Yes  No

If yes please provide the following:

Counsel name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## V. OTHER INTERESTED PERSONS INFORMATION.

Please list below the names, role and contact information of any relevant individuals NOT required to mediate under your agreement, but whom you intend to invite as voluntary participants to the mediation, and who will also be bound by confidentiality pertaining to the mediation. Participation by interested person/s' should be limited to those helpful to the mediation process and therefore may be limited by the mediator.

\_\_\_\_\_  
\_\_\_\_\_

## VI. ACKNOWLEDGMENT OF PROGRAM RULES AND REGULATIONS

By submission of this Request to Mediate, you acknowledge that you have read, understand and agree to the Rules and Policies for Mediation. **Send this completed Form RM-1 along with a check for a retainer of \$\_\_\_\_\_ to:**

**Orange County REALTORS®  
Attn: Professional Standards  
25552 La Paz Road, Laguna Hills, CA 92653**

We will confirm acceptance of your Request to Mediate and notify you of any further action needed (generally within two business days of receipt). Please direct any questions to Cece Robles, Director Professional Standards at 949-586-6800 Ext 125. Thank you.