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**Commonwealth of Pennsylvania**

**Office of General Counsel**

**Dispute Resolution Program**

[**www.ogcdr.pa.gov**](http://www.ogcdr.pa.gov)

**Mediation Statement**

[Name or description of the dispute]

Please provide the following information to the mediator by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This information is for the mediator's use only and will not be disclosed to other parties without your permission. The requested information will assist the mediator in better understanding the dispute and, thereby, assist in effectively preparing for the mediation. The responses to these questions should not exceed three pages in length. At the conclusion of the mediation, this information will not be retained by the mediator and will promptly be destroyed.

1. Please summarize the facts that led to this dispute.

2. Please describe the issues that you believe must be resolved in order to settle this dispute.

3(a). Please identify the interests or needs, both monetary and other types, that would be most important to you (or to your client, if you are an attorney) in a settlement of this dispute.

For instance, in a land dispute, some interests or needs might be retaining property that has been handed down over generations, seeking compensation for past wrongful possession, obtaining an apology, or having property to leave to one’s children rather than obtaining economic damages for wrongs.

 (b) Please identify the interests or needs that you believe would be most important to the other party in a settlement of this dispute.

4. Please describe your settlement discussions to date, including demands and offers.

5. Please describe obstacles you believe interfere with settling this dispute.

6. Please describe your position, and cite, if possible, to relevant legal authorities (statutes, regulations, cases). Identify the strengths and weaknesses of your case, and the strengths and weaknesses of the other party’s case.

7. Please attach a copy of any documents that you will rely on during the mediation.

8. Please explain whether you are entering into this mediation voluntarily or whether it is as the result of an order or some other mandate (please identify).

9. List the name of each person, including counsel, who will attend the mediation. Please ensure that a person with decision making authority is present.

10. Name the person answering this Request. (If an attorney provides the information, please also include the name of the party who is represented by the attorney).