

Email completed form to
info@DRCWaco.com

OR Fax to 1-888-701-2310

**OR Mail to 900 Austin Ave,
Suite 502, Waco, Texas 76701**

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)

CONFIDENTIAL INTAKE, CIVIL CASE

DRC# is for DRC Office Use Only

DRC # _____



COUNTY: _____ **REFERRED BY:** _____

CASE IN LITIGATION? YES ___ **NO** ___ **IF YES, CAUSE NO.** _____

STYLE: _____

COURT HEARINGS SCHEDULED: _____

INITIATING PARTY/PLAINTIFF(S):

RESPONDING PARTY/DEFENDANT(S):

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

ATTORNEY ATTENDING MEDIATION*

ATTORNEY ATTENDING MEDIATION*

NAME _____

NAME _____

OFFICE PHONE _____

OFFICE PHONE _____

EMAIL _____

EMAIL _____

**EMAIL WILL BE OUR PRIMARY METHOD OF COMMUNICATION WITH YOU.
PLEASE NOTIFY THE DRC IF YOU REQUIRE CORRESPONDENCE BY POSTAL MAIL.**

ATTORNEY CELL _____

ATTORNEY CELL _____

(Cell numbers are for Mediator and DRC staff only and will be kept confidential)

TYPE OF DISPUTE: (check one or more)

AMOUNT IN CONTROVERSY: \$ _____

Breach of Contract _____

Landlord/Tenant _____

Construction _____

Neighbor/Neighborhood _____

Consumer, Goods or Services _____

Personal Injury _____

Employee/Employer _____

Professional/Client _____

Estate/Guardianship _____

Real Estate Transaction _____

Inheritance/Heirship _____

Vehicle Purchase/Repair _____

Insurance Claim _____

Will/Probate _____

Other (describe) _____

***Please add to next/back page, if multiple Attorneys will attend**

PLEASE PROVIDE BRIEF DESCRIPTION – NEXT/BACK PAGE

BRIEF DESCRIPTION OF ISSUES IN DISPUTE AND GOALS FOR MEDIATION
(INSTEAD OF THIS FORM, INFORMATION MAY BE SUBMITTED BY NARRATIVE OR LETTER FORMAT, WHATEVER IS MOST CONVENIENT FOR YOU AND YOUR STAFF.)

Signature

Date

EMAIL COMPLETED FORM TO info@DRCWaco.com OR FAX 1-888-701-2310

Document Retention Policy

The McLennan County Dispute Resolution Center Document Retention Policy is that case files and all contents are destroyed, or permanently deleted if in electronic form, on or after the third anniversary after the project/case closes.

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC) Voice 254-752-0955