

**Email completed form to**

**[DP@DRCWaco.com](mailto:DP@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.)

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Signature

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Date

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