

Email completed form to
DP@DRCWaco.com

OR Fax to 1-888-701-2310
OR Mail to 900 Austin Ave,
Suite 502, Waco, TX 76701

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)
CONFIDENTIAL INTAKE, FAMILY CASE

DRC# is for DRC Office Use Only

DRC # _____

CAUSE NO. _____



STYLE _____

COUNTY _____ REFERRED BY: _____

PENDING DIVORCE _____ POST DIVORCE _____ NEVER MARRIED _____

ISSUES: CONSERVATORSHIP _____ ACCESS _____ CHILD SUPPORT _____ PROPERTY _____

OTHER, PLEASE SPECIFY _____

PETITIONER
NAME _____

RESPONDENT
NAME _____

RELATIONSHIP TO CHILD(REN) _____

RELATIONSHIP TO CHILD(REN) _____

ANNUAL INCOME _____

ANNUAL INCOME _____

IF MARRIED, COMBINED LIQUID ASSETS OF MARRIAGE _____

CHILDREN(S) NAMES:

DATE OF BIRTH:

WHO ARE THE CHILDREN LIVING WITH AT THIS TIME? _____

ATTORNEY ATTENDING MEDIATION
NAME _____

ATTORNEY ATTENDING MEDIATION
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)

PLEASE PROVIDE BRIEF DESCRIPTION – NEXT/BACK PAGE

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

Name

Date

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

OR MAIL FORM TO: 900 Austin Avenue, Suite 502, Waco, TX 76701

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