



Rene Diaz

The Diaz Law Firm, PLLC
Travis Park Plaza Bldg.
711 Navarro, Suite 600
San Antonio, TX 78205

Former District Judge
Bilingual Mediator & Arbitrator

www.diazmediation.com
Phone No.: 210-385-6220
Fax No.: 210-579-1499
Judge@diazmediation.com

ATTORNEY'S CONFIDENTIAL INFORMATION SHEET **AND REQUEST FOR MEDIATION**

Court/Judge: Cause No.:

Style:

- 1. Your firm name, address, e-mail address, telephone and fax numbers:**
- 2. Name and designation (e.g. Plaintiff, Defendant, Intervenor, etc) of party you represent:**
- 3. Name of your party representative(s) (other than the attorney of record) to attend the mediation:**
- 4. If an insurance company is involved, please provide the following:**
 - a. Name of Company:**
 - b. Adjuster or other representative you will be bringing:**
 - c. Policy limits:**
 - d. Anything unusual or noteworthy:**
- 5. Summarize the nature of the case and the most contentious issues:**
- 6. What is the affirmative relief your client is seeking to recover, if any?**

6 (a) If your client is seeking monetary damages, state the recovery sought in dollars?

7. Provide the history of settlement offers to date and the current status of settlement dialogue:

8. What is the status of discovery conducted?	Discovery Status (Check One)
a) little or no discovery completed	
b) some discovery, but substantially incomplete	
c) substantially complete	
d) discovery complete	

Any comments on the status of discovery?

9. Do you have sufficient information to form a realistic settlement position? If not, what else is needed?

10. Do you know of any impediment to going forward with a good faith mediation at this time?

11. Total number of people in your party who will be attending the mediation:

**ON BEHALF OF _____,
ONE OF THE PARTIES IN THE ABOVE CAUSE, THE UNDERSIGNED
ATTORNEY OF RECORD REQUESTS THAT RENE DIAZ AGREE TO SERVE
AS MEDIATOR IN THE ABOVE CASE. MY CLIENT(S) AND I HAVE READ
AND AGREE TO BE BOUND BY THE RULES OF MEDIATION ATTACHED
HERETO AS WELL AS BY ALL PROCEDURAL RULES ESTABLISHED BY
THE MEDIATOR. I HAVE ADVISED MY CLIENT(S) THAT THE MEDIATOR
DOES NOT SERVE AS COUNSEL TO ANY PARTY AND THAT EACH PARTY
MUST RELY EXCLUSIVELY ON THEIR OWN COUNSEL FOR ALL LEGAL
ADVICE.**

DATED on the _____ day of _____, 2007.

Respectfully submitted,

Attorney of Record for _____

Print Name:



Rene Diaz

The Diaz Law Firm, PLLC
Travis Park Plaza Bldg.
711 Navarro, Suite 600
San Antonio, TX 78205

Former District Judge
Bilingual Mediator & Arbitrator

www.diazmediation.com
Phone No.: 210-385-6220
Fax No.: 210-579-1499
Judge@diazmediation.com

RULES FOR MEDIATION

1. Definition of Mediation. Mediation is a process under which an impartial person, the mediator, facilitates communication between the parties to promote reconciliation, settlement or understanding among them. The Mediator may suggest ways of resolving the dispute, but may not impose his/her own judgment on the issues for that of the parties.

2. Agreement of Parties. Whenever the parties have agreed to mediation they shall be deemed to have made these rules, as amended, and in effect as of the date of the submission of the dispute, a part of their agreement to mediate.

3. Consent to Mediator. The parties consent to the appointment of the individual named as mediator in their case. The Mediator shall act as an advocate for resolution and shall use his best efforts to assist the parties in reaching a mutually acceptable settlement.

4. Conditions Precedent to Serving as Mediator. The Mediator will only serve in cases in which the parties are represented by attorneys, unless the pro se litigant agrees to sign, in advance, an acknowledgment that the Mediator does not give legal advice or serve as counsel for any party to the mediation. The Mediator shall not serve as a mediator in any dispute in which he/she has any financial or personal interest in the result of the mediation. Prior to accepting the appointment, the Mediator shall disclose any circumstance likely to create a presumption of bias or prevent a prompt meeting with the parties. In the event that the parties disagree as to whether the Mediator shall serve, the Mediator shall not serve.

5. Authority of Mediator. The mediator does not have the authority to decide any issue for the parties, but will attempt to facilitate the voluntary resolution of the dispute by the parties. The mediator is authorized to conduct joint and separate meetings with the parties and to offer suggestions to assist the parties achieve settlement. If necessary, the mediator may also obtain expert advice concerning technical aspects of the dispute, provided that the parties agree and assume the expenses of obtaining such advice. Arrangements for obtaining such advice shall be made by the Mediator or the parties, as the Mediator shall determine.

6. Mediator Cannot Impose Settlement. The parties understand that the Mediator will not and cannot impose a settlement in their case and agree that a settlement, if any, must be voluntarily agreed to by the parties. The Mediator, as an advocate for settlement, will

use every effort to facilitate the negotiations. The Mediator does not warrant or represent that settlement will result from the mediation process.

7. Authority of Representatives. PARTY REPRESENTATIVES MUST HAVE AUTHORITY TO SETTLE AND ALL PERSONS NECESSARY TO THE DECISION TO SETTLE SHALL BE PRESENT. The names and addresses of such persons shall be communicated in writing to all parties and to the Mediator.

8. Time and Place of Mediation. The Mediator shall fix the time of each mediation session. The mediation shall be held at the office of the Mediator, or at any other convenient location agreeable to the Mediator and the parties as the Mediator shall determine.

9. Identification of Matters in Dispute. Prior to the first scheduled mediation session, each party shall provide the Mediator and all attorneys of record with an Information Sheet and Request For Mediation on the form provided by the Mediator setting forth its position with regard to the issues that need to be resolved

10. Privacy. Mediation sessions are private. The parties and their representatives may attend the mediation session. Other persons may attend only with the permission of the parties and with the consent of the Mediator.

11. Confidentiality. Confidential information disclosed to a Mediator by the parties or by witnesses in the course of the mediation shall not be divulged by the Mediator. All records, reports, or other documents received by a mediator while serving in that capacity shall be confidential. The Mediator shall not be compelled to divulge such records or to testify in regard to the mediation in any adversary proceeding or judicial forum. Any party that violates this agreement shall pay all fees and expenses of the Mediator and other parties, including reasonable attorneys fees incurred in opposing the efforts to compel testimony or records from the Mediator. The parties shall maintain the confidentiality of the mediation and shall not rely on, or introduce as evidence in any arbitral, judicial or other proceeding: a) views expressed or suggestions made by another party with respect to a possible settlement of the dispute; b) admissions made by another party in the course of the mediation proceedings; c) proposals made or views expressed by the Mediator; or d) the fact that another party had or had not indicated willingness to accept a proposal for settlement made by the Mediator.

12. No Stenographic Record. There shall be no stenographic record of the mediation process and no person shall tape or record any portion of the mediation session.

13. No Service of Process at or near the site of the Mediation Session. No subpoenas, summons, complaints, citations, writs or other process may be served upon any person at or near the site of any mediation session, or upon any person entering, attending, or leaving the mediation session.

14. Termination of Mediation. The mediation shall be terminated: a) by the execution of a settlement agreement by the parties; b) by declaration of the Mediator to the effect that further efforts at mediation are no longer worthwhile; or c) after the completion of

one full mediation session, by a written declaration of a party or parties to the effect that the mediation proceedings are terminated.

15. Exclusion of Liability. The Mediator is not a necessary or proper party in any judicial proceedings relating to the mediation. Neither Mediator nor any law firm employing Mediator shall be liable to any party for any act or omission in connection with any mediation conducted under these rules.

16. Interpretation and Application of Rules. The Mediator shall interpret and apply these rules.

17. Fees and Expenses. The Mediators daily fee shall be agreed upon prior to the mediation and shall be paid in advance of each mediation day. The expenses of witnesses for either side shall be paid by the party producing such witness. All other expenses of the mediation, including fees and expenses of the Mediator, shall be borne equally by the parties unless they agree otherwise.