

Application for Divorce Mediation
(All information you provide is confidential)

NOTE: The Community Mediation Center (CMC) must have a completed application, \$35.00 administrative fee, copy of most recent taxes from each party before applications are reviewed and scheduled for mediation.
ANSWER ALL QUESTIONS!

Your name _____ Age: _____

Spouse name _____ Their ph#: _____ Age: _____

Information About You:

Social Security Number _____ - _____ - _____ email: _____

Street Address: _____

County, _____ City, _____ State, _____ Zip, _____

Place of Employment: _____

Home Phone: _____ work: _____ cell: _____

Information About Your Income:

(You MUST provide a copy of your most recent full tax return, NOT a W-2 or paycheck stub)

1. What is your gross revenue (before taxes)? _____

Include salaries, wages, retirement, spousal support, trust income, workers compensation, lottery, settlement, rental/leased property revenue funds untaxed or unreported income such as gifts, bequests, disability payments, state funds, child support.

All disclosures are part of the mediation process and confidential. We want to get an accurate picture of what you live on, so we can set your sliding scale fee accurately and fairly. Both the amount of income you disclose and the amount of your fee is not disclosed to the other party without your permission.

Information about your children:

2. List full names of all your minor child(ren). Place a \checkmark beside the child(ren) in this case.

Name:

Date of Birth:

3. Briefly list the reasons you are requesting mediation:

4. Do you have concerns about mediating in the same room with the other participant? (yes) (no)
(if yes, describe your reasons)

5. Has there ever been an order of protection against you or the other participant? (yes) (no)
(if yes, describe and include the court and court dates)

6. Is there an order of protection, restraining order, or an injunction against you or the other participant? (yes) (no) (if yes, state which one, describe details, & give court dates)

7. Have you or your spouse ever called the police on each other? (yes) (no) (if yes, please explain)

8. Have you ever hired an Attorney to assist you in this action? (yes) (no)

Your attorney's name _____ ph# _____

9. Will your attorney be attending mediation with you? (yes) (no) (don't know)

If yes or don't know –then you must contact your attorney and tell them that you want them to attend

*If your attorney agrees to attend the mediation with you then all scheduling will be made through your attorney. We require you to inform your attorney of your availability.

10. Do you have specific questions that you would like to have the mediators answer for you?
(yes) (no) (if yes, then briefly state your questions)

11. Please mark an X in the area that you CANNOT mediate at all. Please note that we schedule mediation according to the availability of our mediators and you may not receive the date or time you prefer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Morning 9am-11am				
Afternoon 12pm-5pm				
Evening 6pm- 9pm				

PLEASE READ & UNDERSTAND THE FOLLOWING BEFORE SIGNING BELOW:

- All fees are non refundable!
- I understand that mediation will not be scheduled until both parties have returned the completed application, tax info, and administrative fee. Applications will be discarded after 60 days if all information is not received. Both parties must resubmit another application and administrative fee.
- I understand that the fees for the mediation will be based on my income. (CMC uses a sliding scale charge from \$25 - \$800.) The staff will provide me with my individual fee. I understand the mediation fee will cover up to four (4) sessions even if all four are not used. An additional fee will be assessed upon the fifth session and thereafter. Mediation fee must be paid with cash, in full, three (3) days prior to mediation during office hours to the staff and NOT to mediators at the time of mediation.
- I understand that if I should cancel the mediation in less than 24 hours then I must pay \$100.00 for late cancellation. If my attorney cancels in less than 48hrs then I must pay \$100.00 as well. I understand that I cannot cancel mediation for the other party and cancellations are at the discretion of the CMC staff.
- I understand that I must show AND participate (all the way into the joint session) in mediation or be charged \$100.00 fee.
- I agree to notify CMC immediately of any change of address and phone numbers.
- I understand that I cannot record the mediation by using ANY type of device or by bringing someone else to do the recording. I also understand that my attorney is not allowed to record the mediation.
- Explanation of mediation fees are as follows:
 - Mediation fees are individual fees and we do not impose your fees onto anyone else unless there is a court order to do so.
 - Divorce fees cover up to four (4) mediation appointments at three (3) hours maximum each, whether you use all four or not. If a fifth (5th) or more appointments are needed, then another fee is assessed per appointment thereafter. Once your file is closed, you cannot return to mediation to utilize any remaining unused sessions. You must resubmit an application to come back to CMC and new fees will be assessed.
 - All mediation fees are due three (3) days prior to mediation, to be paid in person at Gay St. office, with cash (only). A receipt will be issued to you.
- All agreements are written up at the end of mediation, reviewed for any errors, and signed by both parties and mediators. You must make arrangements with Gay St. office to stop by and sign agreement again for notary purposes. A copy of agreement is given to both parties and the original is delivered to the court where your divorce is being held.

Signature

Date

(WE DO NOT ACCEPT CHECKS)

- *Paying application fee options:
1. cash, cashiers check, or money order (make out to C.M.C.)
 2. visa or master card online at www.2mediate.org through pay pal. Click on pay online, select divorce, click buy now and enter your information.

*Paying mediation fee: YOU MUST PAY IN PERSON WITH CASH TO STAFF ONLY (staff will determine deadline date)

Mail or drop application off ONLY to: Community Mediation Center
912 S. Gay St., Suite L-300
Knoxville, TN 37902
Office: 865-594-1879
Fax: 865-594-1890 (do not fax your application)
www: 2mediate.org
email: cmcgayst@gmail.com (do not email your application)



ACKNOWLEDGEMENT OF SERVICES

MEDIATION SERVICE TO BE RECEIVED FROM CMC:

- DIVORCE MEDIATION** **FAMILY MEDIATION**
- POST-DIVORCE MEDIATION**
- OTHER CIVIL MATTER**

- ❖ I UNDERSTAND THAT COMMUNITY MEDIATION CENTER IS NOT A LEGAL SERVICES ORGANIZATION, AND IS ONLY RESPONSIBLE FOR PROVIDING MEDIATION SERVICES, SUBJECT TO THE TERMS OF THE “AGREEMENT TO MEDIATE” AS WELL AS STAFF AND MEDIATORS’ BEST JUDGEMENT AS TO THE SUITABILITY OF MY DISPUTE FOR MEDIATION.**
- ❖ I UNDERSTAND CMC MEDIATORS ARE NOT RESPONSIBLE FOR FILING IN COURT MY MEDIATED AGREEMENT.**
- ❖ I UNDERSTAND THAT CMC STAFF WILL DELIVER OR MAIL MY MEDIATED AGREEMENT TO THE COURT WHERE MY CASE IS.**
- ❖ I UNDERSTAND THAT MY MEDIATED AGREEMENT MUST BE REVIEWED AND SIGNED BY THE JUDGE IN MY CASE, AND THEREBY BECOME AN ENFORCEABLE COURT ORDER.**
- ❖ I UNDERSTAND THAT CMC WILL KEEP A COPY OF MY MEDIATED AGREEMENT FOR ONE (1) YEAR BEFORE SHREDDING IT, AND WILL NOT RETAIN MY FILE THEREAFTER, NOR DOES CMC RETAIN ANY “CERTIFIED” OR OFFICIAL FILED COPY OF MY MEDIATED AGREEMENT OR ANYTHING CONTAINED IN MY LEGAL COURT FILE.**

YOUR SIGNATURE

DATE