



## CONSENT TO MEDIATE AND MEDIATOR SELECTION

1. The \$250 per party administration fee and this form must be received by BASF from all parties to initiate mediator assignment. [Charge form can be found at [http://www.sfbar.org/forms/adr/ms\\_cc\\_form.pdf](http://www.sfbar.org/forms/adr/ms_cc_form.pdf); checks payable to BASF]

**Please print or type. Attach separate sheet if more space is required and/or there are more than 2 parties.**

A) Party(ies): \_\_\_\_\_  
Counsel, *if applicable* \_\_\_\_\_  
Firm/Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Enclosed is payment to Mediation/BASF for \$\_\_\_\_\_ for \_\_\_\_\_ party(ies) above.

Date \_\_\_\_\_ Signature: \_\_\_\_\_

B) Other side: Party(ies): \_\_\_\_\_  
Counsel, *if applicable* \_\_\_\_\_  
Firm/Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Enclosed is payment to Mediation/BASF for \$\_\_\_\_\_ for \_\_\_\_\_ party(ies) above.

Date \_\_\_\_\_ Signature: \_\_\_\_\_

3.  Please forward information regarding Mediation Services to other side at the address above.

*Continues on page two*

4. Our mediators provide one hour of preparation and two hours of session time at no charge; time beyond that will be at the mediator's normal hourly rate. Mediator rates are provided on their biographies. We will select a mediator based on the information provided, check conflicts and availability, and then send you the mediator's biography. Or, you may request a specific mediator from our panel at [www.sfbar.org/adr/mediation](http://www.sfbar.org/adr/mediation).

I / we request mediator: \_\_\_\_\_ or;

Please select a mediator for our matter with experience in the following area: \_\_\_\_\_  
[i.e. Family, Business etc.] [Note, you may ask for a different mediator for any reason after we notify you of the selection.]

5. If the matter has been filed in court, Case No: \_\_\_\_\_ County \_\_\_\_\_

Case Title: \_\_\_\_\_  
(Note: it is not required that a matter be filed in Court to use this mediation service)

6. Additional pertinent information. [i.e., Mediation must be set within a certain time frame, etc.]

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7. How did you hear about our service?

- |  |                                       |                                       |   |
|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> BASF Bulletin | <input type="checkbox"/> Colleague    | <input type="checkbox"/> Face Book    | <input type="checkbox"/> Other Side-Counsel   |
| <input type="checkbox"/> BASF Survey   | <input type="checkbox"/> Court        | <input type="checkbox"/> Google       | <input type="checkbox"/> Used service in past |
| <input type="checkbox"/> BASF Website  | <input type="checkbox"/> Craig's List | <input type="checkbox"/> Other: _____ |   |

BASF Mediation Services  
301 Battery Street, 3<sup>rd</sup> Floor, San Francisco, CA 94111  
Tel (415) 982-1600 [ADR@sfbar.org](mailto:ADR@sfbar.org) Fax (415) 989-0381

[www.sfbar.org/mediation](http://www.sfbar.org/mediation)