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P.O. Box 647  
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## **Animal Law Mediation Intake Form**

### **I. PARTY INFORMATION**

	<b>Party 1</b>	<b>Party 2</b>
<b>Name</b>		
<b>Business Name / Organization</b>		
<b>Address</b>		
<b>City</b>		
<b>State</b>		
<b>Zip</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Preferred Pronouns</b>		
<b>Birthday</b>		



## II. LEGAL REPRESENTATION

	Party 1	Party 2
Attorney Name		
Firm		
Address		
City		
State		
Zip		
Email		
Preferred Pronouns		

## III. COURT INFORMATION

Is this mediation court ordered?

☐ No ☐ Yes: \_\_\_\_\_

*Please attach any applicable court orders or docket entries.*

Is this matter in litigation?

☐ No ☐ Yes

Case No. \_\_\_\_\_ County: \_\_\_\_\_ Judge: \_\_\_\_\_

If this mediation is not court ordered, then how did you hear about us?

\_\_\_\_\_

#### IV. BACKGROUND AND NATURE OF DISPUTE

##### A. Type of Animal(s)

- ☐ Horses  
☐ Livestock: \_\_\_\_\_  
☐ Companion Animal(s): \_\_\_\_\_

##### B. Type of Dispute (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Contract / Payment Dispute                                      | <input type="checkbox"/> Animal Injuries, Bites, and Liability      |
| <input type="checkbox"/> Companion Animal Ownership / “Pet Custody” Disputes or Replevin | <input type="checkbox"/> Agricultural & Livestock Mediation         |
| <input type="checkbox"/> Ownership Issues from Rehoming or Adoption                      | <input type="checkbox"/> Nuisance, Community, and Neighbor Disputes |
| <input type="checkbox"/> Veterinary Disputes   | <input type="checkbox"/> Pet Trust                                  |
| <input type="checkbox"/> Service Animal & Emotional Support Animal Disputes              | <input type="checkbox"/> Other: _____                               |
| <input type="checkbox"/> Animal-Related Housing Disputes                                 |   |

##### C. Brief Description of the Dispute:

##### D. Contractual Documents

*(Attach copies, if available)*

- ☐ Contract / Agreement – Describe: \_\_\_\_\_  
☐ Amendments / Addenda

- ☐ Invoices / Statements
- ☐ Correspondence (emails, letters)
- ☐ Prior settlement offers
- ☐ Ownership & Acquisition Documents
- ☐ Boarding, Training & Daycare Contracts  
(including behavioral evaluation reports, liability waivers, etc.)
- ☐ Housing-Related Documents  
(lease agreements, pet policies, HOA/condo rules, etc.)
- ☐ Cohabitation agreements, Nuptial agreements, and Marital Settlement Agreements (MSA clauses re allocation of sole or joint ownership)
- ☐ Insurance Documents
- ☐ Estate planning documents
- ☐ Other relevant documents:

### **E. Financial Details**

Approximate amount in controversy: \$ \_\_\_\_\_

Are there any ongoing payments or contracts affected by this dispute?

☐ No

☐ Yes

If yes, please explain:

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### **F. Issues for Mediation**

*(Identify the specific areas where assistance is needed)*

1.

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2.

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3.

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4.

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### **G. Prior Attempted Resolution**

Have the parties attempted to resolve this dispute previously?

☐ No

☐ Yes

If yes, please explain:

### **V. GOALS AND MEDIATION LOGISTICS**

Do you have any specific mediator requests?

☐ No

☐ Yes

If yes, please explain:

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Are there any mediators at the clinic where there are known conflicts of interest?

☐ No

☐ Yes

If yes, please explain:

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Non-monetary issues important to either party:

- ☐ Confidentiality
- ☐ Preserving business relationship
- ☐ Clarification of business terms / future contract terms
- ☐ Apology or acknowledgment
- ☐ Animal's Daily Care / Quality of Life
- ☐ Veterinary & Medical Decision-Making
- ☐ Caregiving Roles & Authority
- ☐ Safety, Welfare, and Risk Management
- ☐ Other:

Preferred mediation format:

- ☐ In-person in the Shelbyville Office, 215 E Main Street
- ☐ In-person in the Champaign Office, 301 N Neil Street, 4th Floor
- ☐ In-person at another location: \_\_\_\_\_
- ☐ Virtual (Zoom)
- ☐ Hybrid

What is your general availability?

	<u>M</u>	<u>T</u>	<u>W</u>	<u>R</u>	<u>F</u>	<u>S</u>	<u>S</u>
Morning							
Afternoon							
Evening							

Are there any days that you are not unavailable for the next 45 days?

- ☐ No      ☐ Yes      If yes, please explain:

Is an Interpreter needed?

- ☐ No      ☐ Yes      If yes, language:

- ☐ Spanish
- ☐ French
- ☐ Mandarin
- ☐ Other
- ☐ German
- 
- ☐ Polish

Are there any other accommodations requested?

Who will attend mediation?

(Include decision-makers, insurance representatives, etc.)

Do you have full settlement authority?

☐ No

☐ Yes

If no, please explain:

Are there any safety concerns that we should be aware of?

☐ No

☐ Yes

If yes, please explain:

Please list any additional details, documents, or background information that may help the mediator better understand the matter.

Will you plan on submitting any premediation statement or other materials prior to mediation?

☐ No

☐ Yes

☐ Not Sure

If yes, please explain:

*Any premediation statement or other materials must be submitted at least 7 days prior to the mediation.*

Confidential

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Animal Law Mediation Intake Form



## **SIGNATURE**

I hereby certify that the information provided is accurate to the best of my knowledge.

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

*Return the intake form to P.O. Box 647, Shelbyville, IL 62565 or  
info@illinoismediation.net*