

JUDGE DARREL W. LEWIS (Ret.)
3610 AMERICAN RIVER DRIVE, SUITE 112
SACRAMENTO, CA. 95864-5999

An experienced judge -

- A successful mediator

FAXED TO: _____ FAX #: _____ PHONE #: _____ DATE: _____
(Coordinating Attorney)

NOTE: Coordinating attorney: Please Fax this completed form back to me ASAP with a copy to each counsel. I will then Fax a confirming contract to each attorney for signature.

~ NEW CASE INTAKE FORM ~

Today's Date _____

Case Name: _____ V. _____
(primary names are sufficient, you need not enter all parties' names)

Subject matter of case: _____

Type of Proceeding: Mediation Arbitration Discovery dispute Other _____

Date of Proceeding: _____
DAY OF WEEK MONTH / DAY / YEAR

Start Time: _____

Duration: _____

Estimated Number of People Attending: _____ (so I can determine the size of conference room(s) needed.)

Location of Proceeding: **3610 American River Drive Suite 112**, unless noted otherwise here.
(I prefer to conduct matters at my facility, but I will gladly go to other locations more convenient to counsel): _____

Coordinating Attorney Name:
Firm Name:
Address:

Telephone:
Fax:

Same information, including **Fax number**, of every other attorney involved: