



## Response to Request for Mediation

213.687.8777

Once the form is submitted, an AIR CRE professional will contact all parties to coordinate the mediation process.

### INSTRUCTIONS

A Request for Mediation has been filed with AIR CRE Mediation, and you have been named as the Respondent. Please fill in the requested information below. Include as much detail as possible to illustrate your case, however, do not include attorney client privileged information on this form.

If you have any questions, please review the [Mediation Process](#) and/or contact us via email at: [mediation@aircremediation.com](mailto:mediation@aircremediation.com) or call 213.687.8777 x4313.

Once the form is submitted, you will receive confirmation of submission by AIR CRE Mediation.

*If you are an AIR CRE Member requesting Dispute Resolution services, please fill in the form on the [Contact Us](#) page of the website, or call us at 213.687.8777.*

DATE

MM/DD/YYYY



CASE # (ASSIGNED BY AIR CRE MEDIATION)

### RESPONDENT

NAME\*

First

Last

TITLE

COMPANY

WEBSITE

ADDRESS

PHONE\*

FAX

EMAIL\*

ATTORNEY (IF APPLICABLE):

COMPANY

WEBSITE

ADDRESS

PHONE

FAX

EMAIL

**RESPONSE TO CLAIMS & RELIEF SOUGHT BY CLAIMANT**

PROVIDE A BRIEF DESCRIPTION OF THE CASE, INCLUDING ISSUES IN CONTROVERSY AND CASE HISTORY. \*

### CASE INFORMATION (if applicable)

HAS FORMAL LEGAL ACTION RELATED TO THIS DISPUTE COMMENCED?

YES  NO

PLAINTIFF

VS.

DEFENDANT

CASE NUMBER

TRIAL DATE

MM/DD/YYYY



MEDIATION DEADLINE (IF APPLICABLE)

### INSURANCE INFORMATION (if applicable)

CARRIER NAME

WEBSITE

INSURANCE FILE NUMBER (IF ANY)

CLAIM REPRESENTATIVE

ADDRESS

▼

PHONE

FAX

EMAIL

**OTHER PARTIES** (if applicable)

Other Party 1

NAME

TITLE

COMPANY

WEBSITE

ADDRESS

▼

PHONE

FAX

EMAIL

BRIEF EXPLANATION OF PARTY 1'S INVOLVEMENT IN THE MATTER:

Other Party 2

NAME

First

Last

TITLE

COMPANY

WEBSITE

ADDRESS

Street Address

Street Address Line 2

City

State

Postal / Zip Code

United States ▼

PHONE

### ### ####

FAX

### ### ####

EMAIL

BRIEF EXPLANATION OF PARTY 2'S INVOLVEMENT IN THE MATTER:

**MEDIATOR SELECTION**

Please review the list of Mediators available and input your preferred Mediator's name below. If you prefer that AIR CRE select a Mediator on your behalf, please check the box below.

[REVIEW MEDIATORS](#)

PREFERRED MEDIATOR

I PREFER TO HAVE AIR CRE SELECT A MEDIATOR

Yes