

APADRC Intake Form**LA Eco-Village Conflict Resolution Team****Temporary Case #:****APADRC Case #:**

Intake Processor:

Open Date (P1):

Initiated Date (P2):

Mediators:

Mediation Date:

In-Person Hours:

Total Hours:

PARTY 1 INFORMATION**PARTY 2 INFORMATION**Sex: Male Female N/A
 Gov't/Public BUS INS UNDSex: Male Female N/A
 Gov't/Public BUS INS UND

Last Name First M.I.

Last Name First M.I.

Street

Street

City State ZIP Code

City State ZIP Code

Telephone 1 (H/ W/ C): _____

Telephone 1 (H/ W/ C): _____

Telephone 2 (H/ W/ C): _____

Telephone 2 (H/ W/ C): _____

Email: _____

Email: _____

LANGUAGE PREFERENCE**LANGUAGE PREFERENCE**

Primary Language _____ Secondary _____

Primary Language _____ Secondary _____

Translator Needed: Yes NoTranslator Needed: Yes No**ETHNICITY****ETHNICITY**
 Chinese
 Pilipino
 Japanese
 Korean
 Pacific Islander
 South Asian
 Thai
 Vietnamese
 Black/African
 Latino/Hispanic
 Mexican ___/Central___/Other_____
 Native American/Indian
 White/Caucasian
 Other (Specify) _____
 Decline to State
 NA

 Chinese
 Pilipino
 Japanese
 Korean
 Pacific Islander
 South Asian
 Thai
 Vietnamese
 Black/African
 Latino/Hispanic
 Mexican ___/Central___/Other_____
 Native American/Indian
 White/Caucasian
 Other (Specify) _____
 Decline to State
 NA
AGE**AGE**
 17 and under 18-39 40-64 65+
 Decline to State NA

 17 and under 18-39 40-64 65+
 Decline to State NA
ANNUAL INCOME**ANNUAL INCOME**
 <\$20,000 \$20,001-30,000 \$30,001-50,000
 \$50,000 & Over Decline to State Not Applicable

 <\$20,000 \$20,001-30,000 \$30,001-50,000
 \$50,000 & Over Decline to State Not Applicable
DISABILITY STATUS**DISABILITY STATUS**
 Yes, Major Yes, Minor No Decline to State NA

 Yes, Major Yes, Minor No Decline to State NA
FOR MEDIATORS ONLYIs the case potentially hate-motivated? YES NOIf YES, please note type: Race/Ethnicity/Nat'l Origin Sexual Orientation Religion Gender Disability
Case Checklist: Intake Form Completed Information & Confidentiality Statement Signed
 Documents Scanned & Uploaded Online Notes Inputted Online

Intake Questions

1. Please describe the facts of the dispute. Include dates, events and names. When did the conflict start?
2. How would you like us to describe the nature of this conflict when we approach the other person or group? For instance, do you want us to say this is a conflict about noise, relationships, shared space, etc.?
3. What are you looking to get out of mediation?
4. Describe what you feel is a fair and reasonable settlement for the dispute. What specific “asks” do you have of the other person or group? (For example: Please stop playing amplified music after 11 pm.)
5. Are there any time restrictions or other factors we should be aware of in regards to this conflict? When are you available to participate in mediation?
6. Is there anything else you would like us to be aware of as mediators?