

**FORMAL REQUEST FOR MEDIATION**

Today's Date: \_\_\_\_\_

Case #: \_\_\_\_\_

**Requesting Party**

Name \_\_\_\_\_

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

Department: \_\_\_\_\_

College: \_\_\_\_\_

Tel #: \_\_\_\_\_

UMC: \_\_\_\_\_

Office Location: \_\_\_\_\_

**Requesting Mediation with Whom? Please List Name(s)**

\_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ Dept. \_\_\_\_\_

**Have you requested Mediation regarding this dispute before?**                      Yes                      No

    If Yes, is this a follow-up to the previous mediation requested?                      Yes                      No

    If Yes, is this a request for a new mediator?    Yes                      No

    If you are requesting a new mediator, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_