

**Dispute Resolution Center of Jefferson County**  
**Real Estate Contract Case Data Form**

Seller Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Buyer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Please list **all** other parties, as appropriate, who may be affected/ involved with this contract:

Listing Agent: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Selling Agent: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Other (as needed): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Briefly describe the problem that exists with this case (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your mediation session will be scheduled for the next available Thursday evening at 6:00 p.m. at the Jefferson County Courthouse. We will mail you confirmation of the date/site/time of mediation and guidelines for the session.

Will this be a convenient time for you? Yes \_\_\_ No \_\_\_ (We will contact you to consider other dates/times)

Who referred you to the Center? \_\_\_\_\_

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

A \$5.00 non-refundable scheduling fee is required to set up your file.

If mediation occurs, \$10.00 will be due from each party no later than the day before your mediation date.

Return this form and \$5.00 scheduling fee, paid by check\*, money order or cashiers' check, made payable to:

Dispute Resolution Center  
County Courthouse- Annex 1  
215 Franklin, Suite 131A  
Beaumont, TX 77701

Phone (409) 835-8747 or (409) 727-2191, ext. 8747 Fax: (409) 784-5811

\*\$20 return check fee