



DISPUTE RESOLUTION CENTER OF JEFFERSON COUNTY

Jefferson County Courthouse-Annex 1 ♦ 215 Franklin, Ste 131A, Beaumont, TX 77701
Phone: (409) 835-8747 ♦ Fax: (409) 784-5811 ♦ Website: www.co.jefferson.tx.us

SUBMITTING A CASE FILED IN COURT

Thank you for considering mediation in this case. We look forward to the opportunity to work with you to assist in resolving this matter.

CONTACT THE DRC FOR AVAILABLE DATES AND TIMES FOR MEDIATION:

*Mediation sessions are available Monday – Friday from 9:00 a.m. to 1:00 p.m., and 1:00 p.m. to 5:00 p.m.
Sessions are also available every other Thursday evening at 6:00 p.m.*

- Please contact the DRC to receive available dates and times for mediation
- Please contact your client and opposing counsel to confirm available dates

COMPLETE THE DATA SHEET:

- Please provide contact information for all parties, including address, email, and phone numbers
- Please list **all** attorneys of record and any other participants (insurance adjusters, real estate agents, ad litem, etc.) to be included in the mediation.

RETURN CASE DATA SHEET AND SCHEDULING FEE BY MAIL OR FAX TO:

Dispute Resolution Center
215 Franklin, Suite 131A
Beaumont, TX 77701
(409) 784-5811 fax

Once the DRC receives the Case Data Form and Scheduling Fee, confirmation notices will be sent to all participants.

MEDIATION FEE FOR CASES FILED IN COURT:

There are no fees for cases referred to the DRC from Justice Courts, Juvenile Cases, and Small Claims Court Appeals.

The fees for cases filed in County Court at Law and District Court Cases are as follows:

- ♦ Cases filed in Jefferson County: \$25 Scheduling Fee, \$150 Per Party Fee
- ♦ Case filed in Counties other than Jefferson County: \$50 Scheduling Fee, \$300 Per Party Fee

Scheduling Fee is due when submitting a case for mediation.

Per Party Fees are due on or before the date of the mediation.

Fees may be paid by check, cash, or money order, payable to the Dispute Resolution Center.

If you are unable to pay the mediation fee, please contact the DRC to request a fee waiver.

**Please contact the Dispute Resolution Center, at (409) 835-8747,
if you have any questions or need additional information.**

We look forward to working with you on this case.



DISPUTE RESOLUTION CENTER OF JEFFERSON COUNTY
CASE DATA FORM

CAUSE NO: _____

In the _____ Court of _____ County, Texas

Full Style of Case: _____

Petitioner/Plaintiff Attorney Info:

Name: _____
Address: _____
City & Zip Code: _____
Phone: _____ Fax _____
Email Contact: _____

Petitioner/Plaintiff Client Info:

Respondent/Defendant Attorney Info:

Name: _____
Address: _____
City & Zip Code: _____
Phone: _____ Fax _____
Email Contact: _____

Respondent/Defendant Attorney Info:

All Other Parties or Attorneys of Record:

Name: _____
Address: _____
City & Zip Code: _____
Phone: _____ Fax _____
Email Contact: _____

Date Suit Filed: _____

Date of Incident: _____

Type of Case (check all that apply):

- Divorce (Property Only)
Contract
Probate
Business/Commercial
Other
Divorce (Custody only)
Property Law
Workers Comp
Personal Injury (Vehicle)
Divorce (Division of property and custody)
Family - Modification
Family (Other)
Personal Injury (Not involving motor vehicle)

Has this case been mediated at the DRC in the past? Yes No

Settlement Negotiations: Negotiation Initiated Negotiation NOT initiated

Have Inventory Lists been exchanged? Yes No, to be included in Statement of Position

Will this case need more than a 4-hour session? Yes No

Date agreed upon by both attorneys: 9:00 a.m. / 1:00 p.m.

Please confirm your date and time with the DRC prior to submitting this form.

Name of attorney submitting case: _____