



CONFIDENTIAL MEDIATION INTAKE FORM

THIS FORM IS CONFIDENTIAL. In preparation for your mediation please complete and return this Intake Form directly to Heidi Ruppert by email to hruppert@ruppertmccarthy.com.

Date you are completing this form

Full Name

**Home Address
(With postal code)**

Telephone

(H)

(W)

(C)

**Email address
(Where I may send confidential emails)**

May I share this email address with your spouse? (i.e., may I send joint communications?)

Your Birth Date:

Your spouse's full name and birth date:

Date you started living together:

Date of marriage (if married):

Place of marriage (if married):

**Date of separation:
(If you know it)**

Children:

Full Names

Date of Birth
mm/dd/yyyy



Name and address of Employer:

Gross annual income (before income taxes):

Referred by:

Your Lawyer's Name:

Please answer the questions below as completely as possible. The information is confidential. If you need more space, please use a separate sheet:

- What topics do you feel need to be discussed?
- What do you see as the main obstacles in reaching a settlement?
- Do you have any concerns about being in the same room with your partner in my presence? If so, please explain.
- Is there anything in your past relationship (e.g., the way you argued, power/control issues, abuse issues) that might affect your ability to speak freely in the mediation?
- Do you have any disabilities, or are you on any medications, that I should be aware of?
- Is there anything else at all you would like me to know?
- How did you hear about my mediation services?

Also, please let me know if I should not contact you at certain numbers or leave confidential messages. For example, sometimes clients prefer that I do not leave confidential voice mail messages at their workplace or at their home; or, that I do not send emails, etc.