

Email completed form to
info@DRCWaco.com

OR Fax to 1-888-701-2310

OR Mail 900 Austin Ave,
Suite 502, Waco 76701

McLENNAN COUNTY DISPUTE RESOLUTION CENTER (DRC)
CONFIDENTIAL INFORMATION SHEET, FAMILY CASE



NAME _____

DATE _____

DRC # _____

HAS A LAWSUIT ALREADY BEEN FILED? YES ___ NO ___

IF YES, CAUSE NO. _____ CASE NAME _____

DO YOU HAVE A LAWYER AT THIS TIME? YES ___ NO ___

DOES THE OTHER SIDE HAVE A LAWYER? YES ___ NO ___

IF YOU OR YOUR SPOUSE HAS A LAWYER, DO NOT USE THIS FORM.

HOW WERE YOU REFERRED TO MEDIATION? _____

GETTING DIVORCE ___ DIVORCED ___ NEVER MARRIED ___ LIVED TOGETHER ___

ISSUES: CUSTODY ___ VISITATION ___ CHILD SUPPORT ___ PROPERTY ___

OTHER, PLEASE SPECIFY _____

PETITIONER (PERSON INITIATING ACTION)

RESPONDENT (PERSON RESPONDING)

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY _____ ZIP _____

CITY _____ ZIP _____

PHONE # _____ 2ND # _____

PHONE # _____ 2ND # _____

RELATIONSHIP TO CHILD(REN) _____

RELATIONSHIP TO CHILD(REN) _____

ANNUAL INCOME _____

ANNUAL INCOME _____

IF MARRIED, COMBINED LIQUID ASSETS OF MARRIAGE _____

EMAIL _____ EMAIL _____

EMAIL WILL BE OUR PRIMARY METHOD OF COMMUNICATION WITH YOU.
PLEASE NOTIFY THE DRC IF YOU REQUIRE CORRESPONDENCE BY POSTAL MAIL.

CELL _____ CELL _____

(Cell numbers are for Mediator and DRC staff only and will be kept confidential)

CHILDREN(S) NAMES:

DATE OF BIRTH:

WHO ARE THE CHILDREN LIVING WITH AT THIS TIME? _____

PLEASE PROVIDE BRIEF DESCRIPTION - NEXT PAGE

BRIEF DESCRIPTION OF ISSUES IN DISPUTE, AND GOALS FOR MEDIATION

ENCLOSED IS MY CHECK OR MONEY ORDER MADE PAYABLE TO THE MCLENNAN COUNTY DISPUTE RESOLUTION CENTER, OR CREDIT CARD AUTHORIZATION FORM, IN PAYMENT OF THE REQUIRED SCHEDULING FEE, OR I WILL PAY ONLINE AT WWW.DRCWACO.COM.

Signature

Date

Document Retention Policy

The McLennan County Dispute Resolution Center Document Retention Policy (“Policy”) is as follows: (1) Retain important documents for reference and future use; and (2) Delete documents that are no longer necessary for the proper functioning of the DRC. Case records, including all documents relating to any case or prospective case to be mediated by the DRC, shall be destroyed, or permanently deleted if in electronic form, on or after the third anniversary after the project/case file closes.
09/28/2017