

**CONFIDENTIAL MEDIATION INFORMATION SHEET**

RE: Matter: \_\_\_\_\_  
\_\_\_\_\_ Judicial District Court, \_\_\_\_\_ County, Texas

Mediation Date: \_\_\_\_\_ AT \_\_\_\_\_ A.M. /P.M.  
\_\_\_\_\_ Full Day Mediation \_\_\_\_\_ Half-Day Mediation

1. Name, title, address and telephone number of settlement representative(s) (not counsel) who will attend mediation.

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

2. Status of discovery (complete, substantially complete, incomplete). In this regard, I encourage you to complete any unfinished, minor discovery matters such as exchanging documents, supplementing interrogatories, etc.

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

3. The nature of Plaintiffs' claims.

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

4. The nature of Defendants' defenses and counterclaims.

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

5. State whether you have enough information to make a settlement offer. If not, state what further information is needed.

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

6. History of settlement offers since litigation commenced:

- a. Plaintiffs' last amount requested in settlement.
- b. Defendant's last offer in settlement.

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

7. Disputed issues of fact and law.

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

8. Concise statement of points (factual, legal practical) which you believe affect your client's chance of winning at trial.

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