

**Sthea Mason-Kapoor, MA, CM \* [stheamasonkapoor.com](http://stheamasonkapoor.com)**

**Mediation Inquiry Form (Please return to [stheamason@gmail.com](mailto:stheamason@gmail.com) or call 512-888-7198 to discuss)**

1. What is your name and best contact information?
2. How did you hear about me?
3. Tell me how I can help you.
4. Do you have any questions about what mediation is or my style as a mediator? What are you looking for in a mediator?
5. When did this issue start?
6. What attempts have been made to resolve the issue? Legal measures, conversations, ADR?
7. What is the current status of this issue?
8. What are the names of the parties (entities, organizations, individuals or groups) involved?
9. Who else has been involved in this issue?
10. Who else will be impacted by any decisions made?
11. Would you like to participate in mediation in person or by phone or video conferencing?
12. What is the best schedule (days/times) for mediation?