



MEDIATION SERVICES

CONSENT TO MEDIATE AND MEDIATOR SELECTION

1. The \$295 per party administration fee and this form must be received by BASF from all parties to initiate mediator assignment. [Charge form can be found at https://www.sfbars.org/wp-content/uploads/2025/05/ms_cc_form-2025.pdf; checks payable to BASF]

Please print or type. Attach separate sheet if more space is required and/or there are more than 2 parties.

A) Party(ies): _____
Principals / Others attending mediation (if applicable): _____
Counsel (if applicable): _____
Firm/Company _____
Address: _____
City/State/Zip: _____ Phone: _____ Fax: _____
E-mail: _____

☐ Enclosed is payment to Mediation/BASF for \$ _____ for _____ party(ies) above.

Date _____ Signature: _____

B) Other side: Party(ies) / Person(s) attending mediation: _____
Principals / Others attending mediation (if applicable): _____
Counsel (if applicable): _____
Firm/Company _____
Address: _____
City/State/Zip: _____ Phone: _____ Fax: _____
E-mail: _____

☐ Enclosed is payment to Mediation/BASF for \$ _____ for _____ party(ies) above.

Date _____ Signature: _____

2. [] Please forward information regarding Mediation Services to other side at the address above.

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3. The type of law involved in the case is: _____ [i.e. Family, Business etc.]
4. Our mediators provide one hour of preparation and two hours of session time at no charge; time beyond that will be at the mediator's normal hourly rate. Mediator rates are provided on their biographies. We will select a mediator based on the information provided, check conflicts and availability, and then send you the mediator's biography. Or, you may request a specific mediator from our panel at <https://www.sfbar.org/adr-services/panel-areas/>.

☐ I / we request mediator: _____ or;

☐ Please select a mediator for our matter with experience in the type of law listed above.
[Note, you may ask for a different mediator for any reason after we notify you of the selection.]

5. If the matter has been filed in court, Case No: _____ County _____

Case Title: _____
(Note: it is not required that a matter be filed in Court to use this mediation service)

6. Additional pertinent information. [i.e., Mediation must be set within a certain time frame, etc.]

7. How did you hear about our service?

<input type="checkbox"/> BASF Bulletin	<input type="checkbox"/> Colleague	<input type="checkbox"/> Facebook	<input type="checkbox"/> Other Side-Counsel
<input type="checkbox"/> BASF Survey	<input type="checkbox"/> Court	<input type="checkbox"/> Google	<input type="checkbox"/> Used service in past
<input type="checkbox"/> BASF Website		<input type="checkbox"/> Other: _____	

BASF Mediation Services
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<https://www.sfbar.org/adr-services/bay-area-mediation-services/>