

Has a legal action been filed or is one likely to be filed in this situation? Yes No
 If yes, give dates and describe action below.

Have you received advice from anyone else regarding this situation? Yes No
 If yes, give names and dates below.

What do you want the ICC to do? (What are your hopes and expectations in coming to the ICC?)

Is there any other information the ICC should know?

2. Organizational Religious Background

The ICC has found that religious background can have a significant impact on how one deals with conflict. In order for the ICC to be sensitive to your organizational convictions, it is helpful for the ICC to receive the following information. If you are representing a corporate or organizational entity, please complete all applicable portions of the following section. Otherwise, please skip to page 3.

Religion: None Christian Jewish Agnostic Other _____

Please provide corporate or organizational statement of faith or summary of doctrinal convictions (attach additional pages, if needed):

If you are affiliated with or under the authority of a particular church, please provide the following information:

Church		Pastor	
Address			
City	State	Zip/Postal Code	Country
Daytime Phone	Evening Phone	Fax Number	E-mail Address

If you are affiliated with or under the authority of a particular denomination, please provide the following information:

Denomination		Leader's Name/Title	
Address			
City	State	Zip/Postal Code	Country
Daytime Phone	Evening Phone	Fax Number	E-mail Address

3. Information about the Other Party

If the other party is a corporate or organizational entity, please complete this section. Otherwise, please skip the rest of this form.

Name of Organization

Name of Organizational Contact Person or Representative

Address

City

State

Zip/Postal Code

Country

Daytime Phone

Evening Phone

Fax Number

E-mail Address

Please provide known information about corporate or organizational mission statement (such as statement of purpose or mission)

Attorney

Firm

Address

City

State

Zip/Postal Code

Country

Daytime Phone

Evening Phone

Fax Number

E-mail Address

4. Other Party: Organizational Religious Background

The ICC has found that religious background can have a significant impact on how one deals with conflict. In order for the ICC to be sensitive to another party's organizational convictions, it is helpful for the ICC to receive the following information. If another party is a corporate or organizational entity, please complete this section. Otherwise, please skip this section.

Religion: None Christian Jewish Agnostic Unknown Other

Please provide known information about corporate or organizational statement of faith or summary of doctrinal convictions (attach additional pages, if needed):

If another party is affiliated with or under the authority of a particular church, please provide the following information.

Church		Pastor	
Address			
City	State	Zip/Postal Code	Country
Daytime Phone	Evening Phone	Fax Number	E-mail Address

If another party is affiliated with or under the authority of a particular denomination, please provide the following information.

Denomination		Leader's Name/Title	
Address			
City	State	Zip/Postal Code	Country
Daytime Phone	Evening Phone	Fax Number	E-mail Address

5. Preliminary Statement of Issues and Remedies

This page will be provided to the other party to inform the other party of the nature of the claim that has been submitted to Christian conciliation.

Please complete this page thoughtfully, using words that are clear, gracious, and respectful. The ICC will combine the parties' preliminary statements of issues into a joint statement of issues that the parties will be asked to approve prior to signing a mediation, mediation/arbitration, or arbitration agreement.

Please describe your dispute in one or two sentences.

The subject matter of this conflict involves (Please check all that apply):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Creditor/Debtor | <input type="checkbox"/> Divorce | <input type="checkbox"/> Landlord/Tenant | <input type="checkbox"/> Personal Injury/Tort |
| <input type="checkbox"/> Church | <input type="checkbox"/> Employment | <input type="checkbox"/> Marriage | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Estate Planning | <input type="checkbox"/> Ministry | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Family Conflict | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Medical Malpractice | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Juvenile | <input type="checkbox"/> Neighbor | <input type="checkbox"/> School |
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Legal Malpractice | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sexual Abuse |
| <input type="checkbox"/> Civil | <input type="checkbox"/> Lease (Commercial) | <input type="checkbox"/> Post Divorce | <input type="checkbox"/> Tax |

What issues or questions do you want to have resolved or answered?

What do you want from the other party? If this is a legal matter, what claim or remedy do you seek? (Include dollar amount, if any.)



INSTITUTE
for
CHRISTIAN
CONCILIATION

Fees and Costs for Christian Conciliation

Fees

The Institute for Christian Conciliation (ICC) charges an hourly fee for its conflict coaching, mediation, and arbitration services. This fee applies to any time we spend administering a case, talking to or meeting with the persons involved in a dispute, studying or drafting documents, conducting research, selecting a conciliation panel, arranging meeting times and locations, or conferring with conciliators.

Our staff conciliators normally charge \$150/hr when working in Billings and \$175/hr when working out-of-town. Case administration by our conciliation director will be billed at the rate of \$150/hr and by our conciliation administrator at the rate of \$60/hr. Fees for non-staff conciliators may vary and therefore may be set by a separate agreement.

Fees and costs are usually divided equally between the parties, unless agreed otherwise by the parties or determined otherwise through arbitration. The hourly fee applies to all of the time invested in a particular dispute, both before and after a fee agreement is signed. The minimum time billed for any activity is 0.1 hours (six minutes). Travel time is normally charged at half the full hourly rate.

Costs

Parties are required to reimburse the ICC and the conciliators for any additional costs associated with a case, including long distance telephone calls, travel, written resources provided, and other out-of-pocket expenses.

Payments

The party who initially requests our assistance is required to pay an advance, non-refundable filing fee of \$175, which covers initial administrative expenses. If the other party in the dispute is unwilling to participate in conciliation, the initiating party is liable for all of the accrued fees and costs. If the parties agree to proceed with conciliation, they each shall promptly pay a retainer to cover the anticipated costs of conciliation, as determined by the ICC. Any portion of the retainer not used to pay fees and costs will be refunded.

Fee Reduction

In cases of unusual financial hardship, the ICC occasionally grants a request for modification of these fees. A *Request for Payment Plan or Fee Reduction* form is available upon request from our office.

If you agree to pay these fees and costs, please sign below.

Signed _____ Date _____

For _____

Signed _____ Date _____

If you are the initiating party, please enclose your \$175 filing fee.