

## Client Information: Individual Party or Organizational Representative

The information provided on this form will be used in accordance with the confidentiality provisions set forth in Rules 16 and 17 of the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (ICC), a division of Peacemaker® Ministries, for purposes of case administration and conciliator selection. Except for page 5, this information will not be provided to the other party or to an arbitrator; a copy will be provided to a mediator, if the parties are pursuing mediation or mediation/arbitration.

Date Submitted

### 1. Individual Party/Organizational Representative

Please complete this section for each individual participating.

If you are representing a corporate or organizational party, please also complete the Client Information: Corporate or Organizational Party Form.

Name

Age

Address

City

State

Zip/Postal Code

Country

Daytime Phone

Evening Phone

Fax Number

E-mail Address

Referred by

The person referring you lives in

Please check any box below that describes the person who referred you to the ICC:

Former conciliation client  Pastor/church leader  Attorney  Other \_\_\_\_\_

Education (last level completed)

Type/major

Occupation

Employer

Since

Physical health:  Very good  Good  Poor  Recent major illness, injury, or disability  
(describe below)

Marital Status (mark all that apply):  Never married  Widowed  Divorced \_\_\_\_\_ time(s)  
 Now married \_\_\_\_\_ yrs  Now separated \_\_\_\_\_ months

Spouse's name

Age

Occupation

Education (last level completed)

Type/major

If this is a family or marital dispute, please give the names and ages of your children:

*If you are consulting an attorney about this dispute, please provide the following information.*

<b>Attorney</b>		<b>Firm</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip/Postal Code</b>	<b>Country</b>
<b>Daytime Phone</b>	<b>Evening Phone</b>	<b>Fax Number</b>	<b>E-mail Address</b>

**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.**

**2. Personal 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 personal convictions, it is helpful for the ICC to receive the following information.*

**Religion:**  None  Christian  Jewish  Agnostic  Other \_\_\_\_\_

**Please describe your religious upbringing:**

Do you believe in God?  Yes  No  Uncertain

If you believe in God or are uncertain:

How often do you pray to God?  Daily  Weekly  Occasionally  Never

Do you believe that when you die you will be with God eternally?  Yes  No  Uncertain

Why?

Have there been any recent significant changes in your spiritual life?  Yes (describe below)  No

How often do you read or study the Bible?  Daily  Weekly  Occasionally  Never

What is your opinion of the Bible?

- I don't know enough about the Bible to have an opinion.
- It is a book that contains helpful principles that I am free to follow or disregard as I think best.
- It is a book that was inspired by God and that contains helpful principles and instructions that I should follow unless I believe there is a good reason to do otherwise.
- It is a book that was inspired by God and that contains helpful principles, instructions, and commands that I should follow regardless of my feelings or preferences.
- Other: \_\_\_\_\_

Who, if anyone, has the most influence on your religious or spiritual life? (Please give names and relationships)

*If you regularly attend a particular church, please provide the following information:*

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

**What do you want the ICC to do? (What are your hopes and expectations in coming to the ICC?) You may give a more detailed description of the conflict on page 5.**

**Is there any other information that would be helpful for the ICC to know?**

**3. Other Party: Individual Party/Organizational Representative**

*Please complete this section for each other individual who may participate in conciliation. If another party is a corporate or organizational entity, please also complete Client Information: Corporate or Organizational Party Form.*

<b>Name</b>			<b>Age</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip/Postal Code</b>	<b>Country</b>
<b>Daytime Phone</b>	<b>Evening Phone</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Relationship with you</b>		<b>How long?</b>	
<p><b>Please provide as much information as possible about this person's religious orientation and commitment.</b></p>			

**4. 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.)**



## 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.**