

**SACRAMENTO JUSTICE LEAGUE  
A CALIFORNIA NONPROFIT CORPORATION**

**APPLICATION FOR MEDIATION SERVICES**

This application is **not** an agreement for services. Services will be offered to applicants on a first-come, first-serve basis subject to income criteria and availability of mediators. Application must be signed by all parties to be considered for mediation services.

**PARTIES:<sup>1</sup>**

Plaint./Pet.:		Def./Resp.:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
Fee Waiver?	Y    N	Fee Waiver?	Y    N
Individual?	Y    N	Individual?	Y    N

**CASE INFO:**

Case No.:		Branch:	
Filed Date:		Trial Date:	
Have the parties completed discovery/disclosures?	Y    N		
Have the parties participated in any other ADR?	Y    N		
Is either party represented by an attorney?	Y    N		

We, the undersigned, hereby state that the information provided in this application is true to the best of our knowledge. We understand that this application is not an agreement to provide services, and that Sacramento Justice League may reject or deny our application for services at its discretion. We agree to participate in any mediation provided in good faith and with a willingness to compromise. We request that Sacramento Justice League assist us with mediating our case. We understand that based on income criteria, we may be asked to pay some fees for the mediation services in advance of any services being provided.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Plaintiff/Petitioner

Signed: \_\_\_\_\_  
Defendant/Respondent

Signed: \_\_\_\_\_  
Additional Party

Signed: \_\_\_\_\_  
Additional Party

<sup>1</sup> If either side has more than one party, please list additional parties on the reverse and provide their information

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INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION:

1. **Proof of Income Eligibility:** All parties who receive a fee waiver need to provide a copy of the order granting their waiver with their application.

Any individual party who is not eligible for a fee waiver must complete the second page of the California Judicial Council (CJC) Form FW-001, Request for Fee Waiver and attach their current income information. This form can be found online on the CJC website. Acceptable proof of income would include: one month of most recent paystubs, current tax return, or benefit notification letter.

2. **Additional Documents:** Applications must be submitted with the following documents to be considered:

- (1) Copy of the most current Complaint/Petition
- (2) Copy of any Answer/Response
- (3) Civil Case Cover Sheet (if applicable)
- (4) Request for Fee Waiver and proof of income (if applicable, see #1). NOTE: Income documentation may be sent under separate cover with a copy of the application attached in order to protect each party's privacy. If you fail to include a copy of the application, your income information will not be considered received.

3. **Submission of Application:** The application must be filled out completely and mailed to Sacramento Justice League at:

PO Box 221836  
Sacramento, CA 95822

4. **Fee for Services:** If both parties are receiving a fee waiver, there is no fee for services. *If either party is a business, the fee will be \$500, payable by that party.* Parties not receiving a fee waiver will be charged for services as follows:

126% to 150% of FPI:	\$200
151% to 175% of FPI:	\$300
176% to 200% of FPI:	\$500

5. **Payment for Services:** All payments due for services must be paid prior to scheduling the mediation.
6. **Response to Applications:** Once your application is received and reviewed, you will receive a letter indicating if your application was complete, if you have been approved and accepted, or if your application was denied. If your application is incomplete, you will be given time to submit the documentation needed to complete your application. If you have been accepted, you will receive instructions on the next steps in your acceptance letter. *Your application may be denied by Sacramento Justice League at its discretion.* Applications will generally be reviewed within 4 weeks of receipt.