



Cardozo School of Law –Mediation Clinic

### Request for Mediation - Intake Form

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Clinic. The Mediation Clinic is a program housed at Cardozo School of Law and serviced by trained faculty and law  
student mediators. You may file a request for mediation at any time, whether or not you have already filed a complaint,  
such as an internal Equal Employment Opportunity (EEO) complaint. Any request for mediation that is the subject of  
litigation or an external administrative complaint will generally not be approved for mediation, absent extraordinary  
circumstances. Requests for mediation may be subject to the approval of W K H 8 Q L Y H U V L W \ ¶ V \* H Q H U D O 8  
Issues or complaints that are covered under any of the Universit

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

ARE YOU REPRESENTED BY A LABOR UNION: YES\_\_\_ NO\_\_\_

## Request for Mediation - Intake Form

1. \_\_\_I request that my dispute be mediated by Cardozo School of Law –Mediation Clinic. I authorize the Mediation Clinic to contact the other party/parties and seek their agreement to mediate.

**2. Check one:**

\_\_\_This dispute involves a pending grievance/arbitration hearing.

\_\_\_This dispute involves an internal EEO complaint/investigation.

\_\_\_This dispute does NOT involve a pending EEO complaint, Grievance or Arbitration.

3. Please provide a brief description of the dispute. Include a summary of what occurred, the names of all persons involved, relevant dates, locations and other details. Also include the type of resolution that you are seeking. Please use additional sheets of paper, if necessary.

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