



Dispute Mediation Service, Inc.

4144 North Central Expressway, Suite 1010 Dallas, Texas 75204  
214 754-0022/fax 214 754-0378 www.dms-adr.org

DMS File # \_\_\_\_\_

## DMS Intake Form - Cases Not In Litigation

Dallas County Cases \$20 Scheduling Fee/Out of County Cases \$50 Scheduling Fee  
**Fee Waived for Dallas County Departments**

**CASES SHOULD MEET THE FOLLOWING FINANCIAL GUIDELINES:**

The amount in dispute is less than \$50,000 or \$50,000 or less in combined family income of \$50,000 or less.

**Directions:** Complete ALL applicable information below. Please print clearly or type.

Type of Case \_\_\_\_\_

**Claimant:**

**Attorney/Representative:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (O) \_\_\_\_\_

(W) \_\_\_\_\_

(F) \_\_\_\_\_

(Email) \_\_\_\_\_

(Email) \_\_\_\_\_

**Respondent:**

**Attorney/Representative:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (O) \_\_\_\_\_

(W) \_\_\_\_\_

(W) \_\_\_\_\_

(Email) \_\_\_\_\_

(Email) \_\_\_\_\_

**Please use other side for additional claimant/respondent/attorney names and addresses.**