

Chatham County Office of Alternative Dispute Resolution
Chatham County, Georgia

ADR Initiation Form
(Civil Cases Only)

This form is to be completed and filed at the time the complaint or answer is filed. A copy must be submitted to the ADR Office, Room 503 located in the Chatham County Courthouse, 133 Montgomery Street, Savannah, Georgia, 31401.
Direct inquiries to: ADR Director Casey Carrington Martinez at Phone No. (912) 652-7519, Fax No. (912) 652-7591,
Email: ccmartinez@chathamcounty.org; Chatham County ADR website: <http://adr.chathamcounty.org/>

Party Completing Form: Plaintiff Defendant **Case Number:** _____ **Filing Date:** _____

Case Name: _____

Plaintiff(s): (If more than one, attach addendum)

Name: _____
Address: _____

Home phone no. _____

Work/Cell phone no. _____

Attorney: _____

Address: _____

Phone No. _____

Facsimile No. _____

Email address: _____

Defendant(s):(If more than one, attach addendum)

Name: _____
Address: _____

Home phone no. _____

Work/Cell phone no. _____

Attorney: _____

Address: _____

Phone No.: _____

Facsimile No.: _____

Email address: _____

[If necessary, attach a separate sheet listing the above information for additional parties and their respective legal counsel.]

1. **(A)** Brief description of the case including what relief, damages, or special damages that are being sought:

(B) The Uniform Rules for Dispute Resolution, Appendix A, Section 4.1, requires that the respective parties or their representatives with full authority to settle be present. Who will be attending with this authority?

2. Pursuant to the ADR Rules, parties are given the option to choose their desired method of dispute resolution. Please indicate your choice below:

_____ Non-binding or binding Arbitration* _____ Mediation _____ Early Neutral Evaluation*

**Parties must independently locate and arrange for qualified individuals to provide these services.*

3. Are there any special circumstances, which need to be taken into consideration? (i.e., physical limitations, etc.)

4. Are you intending to seek an exemption from alternative dispute resolution? ___ yes ___ no

Reason for Exemption: _____

[see Standing Order for grounds for exemption; party must request exemption from the assigned judge]

DATED this the _____ day of _____, 20____.

Signature

Typed/Printed Name & Position