



# Intake Form: Administer Justice

## Case Action (Mediation)

### Client Served:

Client Name: \_\_\_\_\_

Action Taken By: \_\_\_\_\_

Case #: \_\_\_\_\_

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

### Issue Types (Choose One):

- Conciliation / Mediation
- Other \_\_\_\_\_

### Action Types (Choose One):

- Conflict Coaching
- Conflict Mediation
- Education
- Other \_\_\_\_\_

### Action Status (Choose One):

- Active
- Finished
- Referred
- Other \_\_\_\_\_

### Action Notes (Notes + What Services Were Provided to Client):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

See Page 2 for additional notes...

### Location of Service:

- Administer Justice Office
- Volunteer's Location
- Other: \_\_\_\_\_

### Referral Needed:

- In House       Out

### Referral Role:

- Attorney
- Financial
- Mediation
- Church Support
- Other \_\_\_\_\_

### Follow Up Instructions (What Should Be Done Next):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

See Page 2 for additional instruction...

### Referred To (Specific Volunteer):

\_\_\_\_\_

### Follow Up Needed:

- Yes       No

