

Coweta Judicial Circuit
ADR (Alternative Dispute Resolution) Program
General Civil Initiation Form (GCIF)

If Attorneys/Parties select mediator and schedule mediation, please provide scheduling information for ADR Office:
 Date: _____ at _____ o'clock ____ m.
 GODR registered mediator (name): _____
 Location: _____

For Superior Court Cases, this form is to be **completed in full** and filed with the Clerk of Court when case is filed; a copy is to be provided to the ADR office for scheduling as indicated below. For non-Superior Court court cases, please send completed form directly to designated ADR Office for scheduling.

Carroll or Heard Co. Cases mail or fax to:

Carroll County ADR Office
 Carroll County Courthouse
 311 Newnan St., Mediation Suite, 3rd Floor
 Carrollton, GA 30112
 PH: 770-830-5993; FAX: 770-830-0434

Coweta, Meriwether or Troup Co. Cases mail or fax to:

Coweta Circuit ADR Program
 Troup County Government Center
 100 Ridley Avenue, Mediation Suite 2500
 LaGrange, GA 30240
 PH: 706-883-2168/2170; FAX: 706-883-2169

Case Information (Must be completed in full):

County: _____ **Case Number:** _____ **Filing Date:** _____ **Assigned Judge:** _____

****Please note: All notices, releases and communication will be sent by email. Please do NOT submit your email address if you do not wish to receive all correspondence by e-mail.****

Address and Phone Numbers: *(If necessary, attach a separate sheet with information for additional parties and their respective attorneys.)*

Plaintiff(s): _____ **Defendant(s):** _____

ATTORNEY INFORMATION: (please complete if party is unrepresented)

Plaintiff OR Plaintiff's Attorney:

Name: _____

Georgia Bar Number: _____

Address: _____

Phone No.: _____

Facsimile No.: _____

Email address: _____

Defendant OR Defendant's Attorney:

Name: _____

Georgia Bar Number: _____

Address: _____

Phone No.: _____

Facsimile No.: _____

Email address: _____

1. (A) Court (i.e., Superior, State, Magistrate) and Type of Case (please indicate type of case i.e. personal injury, breach of contract, probate wills)

Court: _____ Type of Case: _____

(B) Brief description of the case including what relief, damages, or special damages are being sought: _____

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

DATED this the _____ day of _____, _____.

 Signature

 Typed/Printed Name & Position