UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS

ADR MEMORANDUM TO CLERK OF COURT

_____
Plaintiff(s),

DIVISION: _____

v.

CIVIL ACTION NO. _____

_____
Defendant(s).

ADR METHOD: Mediation ☐ Arbitration ☐
Mini-trial ☐ Summary Jury Trial ☐

TYPE OF CASE: _____

Please check one of the following:

The case referred to ADR: **Settled** ☐ or **Did Not Settle** ☐

Total fees and expenses paid by the parties: $_____.

If no fees or expenses were charged, please check one of the following:

No ADR was necessary because case settled before the ADR Session ☐

By an Order of the Court ☐

By an Agreement with the parties ☐

Please list names, addresses and telephone numbers of all parties and all counsel of record:
(*Use second sheet if necessary.)*

ADR Provider No.: _____

Printed Name: _____

Date: _____ **Signature:** _____