

Concern Summary

(to be shared with mediator and the parties involved)

Your name:

Date:

Name the person or group with whom you have a concern:

Briefly describe the issue: (use only one or two sentences. This will help you focus.)

Briefly describe the steps you have taken to resolve and communicate this concern with the party(ies) involved:

What have the two of you agreed to?

What remains to be resolved?

State your desired outcome as a need. (It is very important to be concise in this statement. That will provide clarity.)
I need....