

**Neighborhood Dispute Settlement Referral**

315 Pepper St. Harrisburg, PA 17102

717.233.8255 / 717.233.3261 (fax)

info@disputesettlement.us

**COPY GIVEN TO PARTIES:** #1  #2       **MAILED TO PARTIES** #1  #2

**Incident:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Party #1:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Party #2:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Referring Agency:** \_\_\_\_\_

**Staff Contact Info (so NDS can report back):** \_\_\_\_\_

**Nature of Complaint:**

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

It has been determined that the above incident may be best handled by Neighborhood Dispute Settlement (NDS). We are offering mediation as an alternative to a traditional resolution. Neither party surrenders any rights they may have by attending mediation. ***NDS may be contacted at (717) 233-8255.***

**PARTIES 1 and 2:** If you do not contact NDS within 7 days, and then follow through with NDS proceedings, it will reflect unfavorably on you regarding this incident, as well as any possibly similar incidents in the future.

**ABOUT MEDIATION:** NDS uses trained mediators, who are experienced in resolving neighborhood problems and other disputes. The mediation will be scheduled for a convenient time at a neighborhood site. The mediators make no judgments in the case, but set ground rules and assist both parties in working out a solution. All contacts with and between NDS and the referring agency are kept strictly confidential.

FOR NDS USE ONLY

Parties have called within five (7) days and mediation has been scheduled. Date Called: \_\_\_\_\_

Party # \_\_\_\_\_ did not call within five (7) days.

Party # \_\_\_\_\_ did not keep appointment for mediation. Criminal prosecution may be initiated or dropped.

Mediation held and agreement signed on \_\_\_\_\_ (Copy Attached)