



### Cardozo School of Law – Mediation Clinic Request for Mediation - Intake Form

Please complete this form if you are interested in having your dispute mediated through Yeshiva University’s Mediation Clinic. The Mediation Clinic is a program housed at Cardozo School of Law and serviced by trained faculty and law student mediators. You may file a request for mediation at any time, whether or not you have already filed a complaint, such as an internal Equal Employment Opportunity (EEO) complaint. Any request for mediation that is the subject of litigation or an external administrative complaint will generally not be approved for mediation, absent extraordinary circumstances. Requests for mediation may be subject to the approval of the University’s General Counsel Office. Issues or complaints that are covered under any of the University’s collective bargaining agreements are subject to such agreements’ provisions (including the disciplinary/grievance procedure), and all such complaints will be excluded under this policy.

Mediation is a voluntary process, and no party is required to mediate a dispute. When your request for mediation is received, the designated Mediator will contact all parties involved in the dispute to explain the mediation process, and to seek their agreement to mediate.

Mediation requests can be submitted by completing this form and forwarding it to:

Chief Human Resources Officer  
Yvonne M. Ramirez  
1300 Morris Park Avenue, Room 1209  
Bronx, NY 10461

COMPLAINANT NAME: \_\_\_\_\_

DEPARTMENT/CAMPUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

ARE YOU REPRESENTED BY A LABOR UNION: YES\_\_ NO\_\_

RESPONDENT NAME: \_\_\_\_\_

DEPARTMENT/CAMPUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

ARE YOU REPRESENTED BY A LABOR UNION: YES\_\_ NO\_\_

