



AGGRIEVED PARTY OPENING STATEMENT ORGANIZATION WORKSHEET

Use this worksheet to help you organize your thoughts and prepare for your opening statement at the beginning of the mediation. While you are not required to follow any strict format when conducting your opening statement this worksheet will help you to better organize and present your thoughts so everyone is better able to understand them. There is no “right” way to give an opening statement, but following the format outlined below, addressing the facts, the issues, and the resolution you would like to see has consistently proven effective in getting the mediation started on the right foot.

The Facts

I met _____ (opposing Party) on ____/____/____.

Describe Relationship with opposing party:

These problems arose because (List in Order What Happened and when)

1. (Around ____/____/____) _____

2. (Around ____/____/____) _____

3. (Around ____/____/____) _____

4. (Around ____/____/____) _____

5. (Around ____/____/____) _____

6. (Around ____/____/____) _____

I have suffered the following Damages as a result of this:

1. (\$_____) _____

2. (\$_____) _____

3. (\$_____) _____

The Issues

The issues that are causing the conflict as I see them are:

1. _____

2. _____

3. _____

The Resolution

I am looking for the following action to resolve the disputes between us.

1. _____

2. _____

3. _____

4. _____

If monetary compensation applies

I think \$_____ would compensate me for any damages I suffered.