**Resolution Center of Jefferson and Lewis Counties, Inc.**

Community/Family Court Mediation Program

200 Washington Street, Suite 207

Watertown, NY 13601

**Instructions for *“Intake and Referral Form”***

To get started, choose below from either **Electronic Filing** or **Print and Fill** out by hand and follow the instructions. A member of the Resolution Center staff will contact you within 2 business days of receiving your forms to begin the process of scheduling you for a mediation.

**For Electronic Filing:**

* Click on the following link for custody/visitation: \_\_\_\_\_\_\_\_\_\_\_\_
* Click on the following link for community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Follow instructions on the form to complete
* Double check all fields for accuracy
* Click the submit button

**To Print and Fill:**

* Print the entire form, unless you already have a hard copy
* Follow instructions on the form to complete
* Double check all fields for accuracy
* Submit it one (1) of three (3) ways:

1. Scan or take pictures with your phone and email to: [info@resolution-center.net](mailto:info@resolution-center.net)

2. Fax to: 315-785-0332

3. Drop off or mail to: The Resolution Center, 200 Washington Street, Suite 207,

Watertown, NY 13601

Thank you