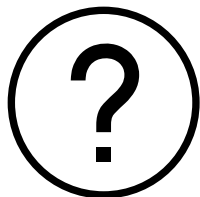


Claimant's Worksheet for Getting Started

You do not have to show anyone this worksheet. This worksheet is to help you get ready to talk to the other side about your dispute and how you want to resolve it.



Getting Started

Are you willing to accept an amount less than you think you are owed?

Yes, I would be willing to accept a lower amount. The lowest amount I am willing to accept is: \$ _____ .

No, I will only accept the full amount but will consider installment payments.

No, I will only accept the full amount to be paid in one lump sum.



Documents

Do you have any documents that you can share with the other side that would help them understand your point of view about the dispute?

Examples: receipts, invoices, pictures, contracts, communication, etc.



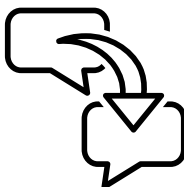
Making a Proposal

You can choose to make the first proposal or wait for the other side to make a proposal. When making a proposal, think about what amount is fair for you and what amount the other side is likely to agree on.

I will accept a one-time payment: \$ _____ . Due:

I will accept a _____ weekly _____ monthly payment: \$ _____ . The first payment will be due:

Other:



Responding to a Proposed Agreement

- Do you understand the terms of the proposed agreement?
 - If the proposed agreement is not clear, use the Message feature to ask questions and suggest that the other side change the proposed agreement so the terms are clear.
- Is the offer close but not exactly what you asked for?
 - Ask the other side to change the proposed agreement or make a proposal of your own that is somewhere in between what you asked for and what they offered.



Methods for Communicating with the Other Side to Resolve the Dispute

- Use the platform's Messages feature to communicate in writing.
- Schedule a time to talk with the other side over the phone.
- Meet with the other side using a video conferencing platform such as Zoom. If you don't already have an account, you can set up a free one at zoom.us



Mediator

Would it be helpful to have a neutral person (mediator) assigned by the court to help you and the other side resolve the dispute?

If yes, click the icon in the upper right corner of the platform, then click Escalate to request a mediator. A mediator will contact you through the platform to begin helping to resolve the dispute.



Court Order

If you and the other side reach an agreement to resolve the dispute, do you want a court order approving the agreement?

- An order is necessary if the other side does not follow the agreed terms and you later ask the court to enforce the agreement.
- But, if the agreement involves full payment made immediately, an order may not be necessary.
- If you already have a court case for this dispute, there is no fee to request a court order.
- If you do not have a court case, the fee to open a case is \$25.00. The platform will collect this fee from the claimant.



Personal notes to help me with the dispute: