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| **Fecha** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INFORMACIÓN PERSONAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Persona** | | | | | | **Natural:** | | | | | |  | | | | **Jurídica:** | | | | | |  | | **Nombre:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Identificación** | | | | | | **Cedula:** | | | | | |  | | | | **Nit:** | | | | | |  | | **No:** | | | | de | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INFORMACIÓN DE CONTACTO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dirección para notificaciones:** | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Celular:** | | | | | | | |  | | | | | | | | | |
| **Correo Electrónico:** | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Teléfono:** | | | | | | | |  | | | | | | | | | |
| **REPRESENTANTE LEGAL (Solo para personas jurídicas)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nombre:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Identificación:** | | | | | | | | | | | C.C No. | | | | | | |  | | | | | | | | |
| **Dirección para notificaciones:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Celular:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Teléfono:** | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **INFORMACIÓN IDENTITARIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nombre identitario:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sexo** | | | | **Femenino:** | | | | |  | | | **Masculino:** | | | | | | | |  | | | | **Intersexual:** | | | | | | |  | | | | | | | | | | | **N/A:** | |  | | | | | | | | | | | | | |
| **Genero** | | | | **Mujer:** | | | | |  | | | **Hombre:** | | | | | | | |  | | | | **Queer:** | | | | | | |  | **Otro:** | | | | |  | | | **¿Cuál?** | | | | | | | | | | | | | | | | | |
| **Discapacidad:** | | | | **Si:** | | | | |  | | | **No:** | | | | | | | |  | | | | **¿Cuál?** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **¿Requiere de algún tipo de apoyo? P.e. Intérprete de lengua de señas, lector de pantalla** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **SI** | | | |  | | | | | | | | | **NO** | | | | |  | | | | | | |
| **¿Cuál?** | | | |  | | | | | | | | | | | | | | | | | | | | |
| **¿Pertenece a algún grupo étnico?** | | | | | | | | | | | | | | | **SI** | | |  | | | **NO** | | | | |  | **¿Cuál?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **¿Es lidere o lideresa, defensor (a) de derechos humanos?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **SI** | | | | | |  | | | | **NO** | | | | | |  | | | | |
| **INFORMACIÓN SOCIOECONÓMICO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Estado Civil** | | | | | | **Soltero:** | | | | | | |  | | | | | | | | | | | | | | | **Casado:** | | |  | | | | | | | | | | | | | | | | | | | **Unión libre:** | | | | | | |  |
| **Personas a cargo:** | | | | | | **1** | |  | | **2** | | | | |  | | | **3** | | |  | | | | **4** | |  | | **5+** | |  | | | | **Estrato** | | | | | | | | | | | | | | | **1** | | **2** | | **3** | | | **4** |
| **¿Sisbén?** | | | | | | **Si** |  | | | **No** | | |  | | | | **Ingresos Mensuales:** | | | | | | | | | | | | | **$** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Egresos Mensuales:** | | | | | | | **$** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Vivienda:** | | | | | | | **Propia** | | | | |  | | | | **Arrendada** | | | | | | | |  | | | | **Otra** | | |  | | | **¿Cuál?** | | | | |  | | | | | | | | | | | | | | | | | | |
| **Escolaridad:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INFORMACIÓN APODERADO (A)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nombre** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | **Identificación** | | | | | | | | | | | | C.C No | | | | | | | | | | | | | | | | | |
| **Carné E.** | |  | | | **T.P** | |  | | | **No.** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dirección para notificaciones:** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | **Teléfono** | | | | | | |  | | | | | | | | | | | | |
| **Dirección de correo electrónico** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INFORMACIÓN DEL ASUNTO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cuantía:** | | | **$** | | | | | | | | | | | | | | | | | | | | **No. convocados** | | | | | | | | | | | | | **1** | | | | |  | | **2** | | |  | **Más de 3** | | | | | | | |  | | |
| **¿Desde cuándo comenzó el conflicto?** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Finalidad de adquisición del servicio** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Modalidad de la audiencia de conciliación** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Resolver de manera alternativa el conflicto** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | **Presencial** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Cumplir requisito de procedibilidad** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | **Virtual** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |

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| **PARTE CONVOCADA** | | | | | | | | | | | | | | | | | | | |
| **Persona** | | **Natural** | |  | | | **Jurídica** | |  | **Nombre:** | |  | | | | | | | |
| **Identificación** | | **Cedula** | |  | | | **Nit** | |  | **No:** | de | | | | | | | | |
| **INFORMACIÓN DE CONTACTO(A)** | | | | | | | | | | | | | | | | | | | |
| **Dirección para notificaciones:** | | | | |  | | | | | | | | | | **Teléfono** | | | |  |
| **Dirección de correo electrónico:** | | | | |  | | | | | | | | | | | | | | |
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| **REPRESENTANTE LEGAL (Solo para personas jurídicas)** | | | | | | | | | | | | | | | | | | | |
| **Nombre:** | | | | | |  | | | | | | | **Identificación:** | | C.C No. | | |  | |
| **Dirección para notificaciones:** | | | | | |  | | | | | | | | | | | | | |
| **Dirección de correo electrónico:** | | | | | |  | | | | | | | | | | | | | |
| **Celular:** | | | | | |  | | | | | | | **Teléfono:** | |  | | | | |
| **INFORMACIÓN IDENTITARIA** | | | | | | | | | | | | | | | | | | | |
| **Nombre** | | | | | |  | | | | | | | | | | | | | |
| **Sexo** | **Femenino:** | |  | **Masculino:** | | | |  | | **Intersexual:** | | |  | | **N/A:** | |  | | |
| **Genero** | **Mujer:** | |  | **Hombre:** | | | |  | | **Queer:** | | |  | **Otro:** | |  | **¿Cuál?** | | |
| **Discapacidad:** | **SI** | |  | **NO** | | | |  | | **¿Cuál?** | | |  | | | | | | |
| **ASUNTO A CONCILIAR** | | | | | | | | | | | | | | | | | | | |
| **HECHOS** (No diligenciar si se encuentran en petición adjunta) | | | | | | | | | | | | | | | | | | | |
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| **PRETENSIONES** (No diligenciar si se encuentran en petición adjunta) | | | | | | | | | | | | | | | | | | | |
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| **ANEXOS** (No diligenciar si se encuentran en petición adjunta) | | | | | | | | | | | | | | | | | | | |
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| **Firma** | |  | **Firma** | |
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| **Nombre:** |  |  | **Nombre:** |  |
| **C.C. No.** |  |  | **C.C. No.** |  |
| **PARTE SOLICITANTE** | |  | **APODERADO (A) PARTE SOLICITANTE** | |