|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fecha:** |  | | | | | | |
|  | | | | | | |
| **Caso sin jornada** | | | **X** | | | | **Caso de jornada masiva** | | | | |  |
|  | | | | | | | | | | | | |
| **Materia a conciliar** | | | | | Civil o Comercial | | | |  |  | Familia | | |  | | |
| otros | |  | |  | |  | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMACIÓN DEL SOLICITANTE PERSONA NATURAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Solicitante(s):** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **C.C:** |  | | | | **Expedida:** | | |  | | | | | | **Edad:** | | | |  | | | **Estado Civil:** | | | |  | | | | |
| **Actividad que desempeña** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Grado de escolaridad:** | Ninguna | | Primaria | | | Bachillerato | | | | Técnica | | | | | | Tecnología | | | | | | | Universitaria | | | | | Postgrado | |
|  | |  | | |  | | | |  | | | | | |  | | | | | | |  | | | | |  | |
| **Teléfono(s):** |  | | | | | | | | | | | | **Celular:** | | | | | | |  | | | | | | | | | |
| **Correo Electrónico:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Estrato:** | 1 |  | | 2 | | |  | | 3 | | |  | | | 4 | | | |  | | | 5 | |  | | | 6 | |  |
| **Dirección:** |  | | | | | | | | | | **Comuna:** | | | | | |  | | | | | | **Ciudad**: | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMACIÓN DEL SOLICITANTE PERSONA JURÍDICA** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Solicitante(s):** | | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
| **NIT:** | | N/A | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **Representante Legal:** | N/A | | | | | | | | | | | | **C.C:** | | | | N/A | | | | | | | | | |
| **Teléfono(s):** | | N/A | | | | | | | | **Celular:** | | | | | | | | N/A | | | | | | | | |
| **Correo Electrónico:** | | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Estrato:** | | 1 |  | 2 |  | | 3 | |  | | | 4 | | | |  | | | | 5 | |  | | | 6 |  |
| **Dirección:** | | N/A | | | | | | **Comuna:** | | | | | | N/A | | | | | | | **Ciudad**: | | | N/A | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMACIÓN APODERADO DEL SOLICITANTE** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Apoderado:** |  | | | | | | | | | | | | | | | |
| **C.C:** |  | | **Expedida:** | |  | | | | | | **T.P:** | |  | | | |
| **Grado de escolaridad:** | Ninguna | Primaria | | Bachillerato | | Técnica | | | Tecnología | | | | | Universitaria | | Postgrado |
|  |  | |  | |  | | |  | | | | |  | |  |
| **Teléfono(s):** |  | | | | | | | **Celular:** | | | |  | | | | |
| **Correo Electrónico:** |  | | | | | | | | | | | | | | | |
| **Dirección:** |  | | | | | | **Comuna:** | | |  | | | | **Ciudad**: |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMACIÓN DEL SOLICITADO PERSONA NATURAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Solicitado(s):** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **C.C:** |  | | | | **Expedida:** | | |  | | | | | | **Edad:** | | | |  | | | **Estado Civil:** | | | |  | | | | |
| **Actividad que desempeña** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Grado de escolaridad:** | Ninguna | | Primaria | | | Bachillerato | | | | Técnica | | | | | | Tecnología | | | | | | | Universitaria | | | | | Postgrado | |
|  | |  | | |  | | | |  | | | | | |  | | | | | | |  | | | | |  | |
| **Teléfono(s):** |  | | | | | | | | | | | | **Celular:** | | | | | | |  | | | | | | | | | |
| **Correo Electrónico:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Estrato:** | 1 |  | | 2 | | |  | | 3 | | |  | | | 4 | | | |  | | | 5 | |  | | | 6 | |  |
| **Dirección:** |  | | | | | | | | | | **Comuna:** | | | | | |  | | | | | | **Ciudad**: | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMACIÓN DEL SOLICITADO PERSONA JURÍDICA** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Solicitado(s):** | | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
| **NIT:** | | N/A | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **Representante Legal:** | N/A | | | | | | | | | | | | **C.C:** | | | | N/A | | | | | | | | | |
| **Teléfono(s):** | | N/A | | | | | | | | **Celular:** | | | | | | | | N/A | | | | | | | | |
| **Correo Electrónico:** | | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Estrato:** | | 1 |  | 2 |  | | 3 | |  | | | 4 | | | |  | | | | 5 | |  | | | 6 |  |
| **Dirección:** | |  | | | | | | **Comuna:** | | | | | |  | | | | | | | **Ciudad**: | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **¿Hace cuánto empezó el conflicto?** | | | | | | | | | | | | |
| Menos de una semana | |  | Menos de 1 mes | | |  | Entre 2 y 6 meses | | | |  | |
|  | | | | | | | | | | | | |
| Entre 7 y 12 meses | |  | Más de 1 año | | |  |  | | | | |  |
|  | | | | | | | | | | | | |
| **Lugar de los hechos** | **Departamento:** | | | Antioquia | | | | | **Municipio**: |  | | |
| **¿Cómo ha intentado solucionar el conflicto?** | | | | | **Directamente** |  | | **A través de terceros** | | |  | |

|  |
| --- |
| **HECHOS** |
|  |
| **PETICIONES** |
|  |
| **CUANTÍA** |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **ANEXOS** | |  | | | | | | | | | | |
| **DECLARO QUE NO ESTOY EN CAPACIDAD DE SUFRAGAR LOS GASTOS DE UN CENTRO DE CONCILIACIÓN.**  Toda vez que la solicitud de atención cumple \_\_\_\_\_ no cumple \_\_\_\_ con lo dispuesto en la ley 640 de 2001 y ley 583 de 2000, se procede a su admisión \_\_\_\_ inadmisión \_\_\_\_ remisión \_\_\_\_\_ para surtirse el procedimiento.  ACEPTACIÓN \_\_\_ NO ACEPTACIÓN \_\_\_ DE LA SOLICITUD.  Se informa al solicitante que dispone de diez (10) días hábiles para presentar la documentación y/o información necesaria para el procedimiento conciliatorio, so pena de proceder el archivo de la solicitud.   |  |  | | --- | --- | | SE ARCHIVA |  | | CONTINUA |  | | | | | | | | | | |
| **Solicitantes:** | | | |  | |  | | | |
|  | | | |  | |  | | | |
| **C.C:** |  | **de** |  |  | | **C.C:** |  | **de** |  |
| **Quien recepciona la solicitud:** | | | |
|  | | | |
| **C.C:** |  | **de** |  |
|  | | | | | | | | | |
| La Corporación Alternativa Coral, NO SE COMPROMETE A TRAMITAR EL CASO, cuando:  No se pueda notificar por motivos ajenos al Centro al convocado, por ejemplo: en caso de que se encuentren incorrectos alguno de los datos suministrados por el solicitante.  El solicitante que no cumpla con sus deberes y obligaciones establecidas en reglamento del Centro de Conciliación, por ejemplo: no aportar la documentación solicitada para tramitar el servicio | | | | | | | | | |
| Fecha y hora para la audiencia de la conciliación: | | | | |  | | | | |

|  |  |
| --- | --- |
| Consecutivo Interno: |  |
| Fecha de atención: | día: | mes: | año: |

**AUTORIZACIÓN DE TRATAMIENTO DE DATOS PERSONALES**

Con la expedición de la Ley 1581 de 2012 y el Decreto 1377 de 2013, se desarrolla el principio constitucional que tienen todas las personas a conocer, actualizar y rectificar todo tipo de información recogida o que haya sido objeto de tratamiento de datos personales en bancos o bases de datos y, en general en archivos de entidades públicas y/o privadas.

La Corporación Alternativa Coral como Institución que almacena, y recolecta datos personales requiere obtener su autorización para que de manera libre, previa, expresa, voluntaria, y debidamente informada, permita recolectar, recaudar, almacenar, usar, circular, suprimir, procesar, compilar, intercambiar, dar tratamiento, actualizar y disponer de los datos que han sido suministrados y que se han incorporado en distintas bases o bancos de datos, o en repositorios electrónicos de todo tipo con que cuenta el Centro.

Si usted no desea que sus datos personales sean utilizados por el Centro de Conciliación podrá revocar de manera parcial o total tal autorización de manera expresa e inequívoca, directa, expresa y por escrito bien sea en medio físico o electrónico; o de manera oral, o por cualquier medio o conducta inequívoca que permita concluir de forma razonable que se revoca tal autorización o consentimiento.

En el evento en que usted tenga alguna observación y/o comentario sobre el manejo y uso de sus datos personales, o en caso de que usted considere que el Centro de Conciliación dio un uso contrario al autorizado y a las Leyes aplicables, usted podrá contactarnos a través de una comunicación dirigida

|  |
| --- |
|  |
| C.C No. |
| **Firma del Usuario** |
|  |