

Nationwide Academy of Dispute Resolution UK Ltd

Stockland Cottage 11 James St, Treforest, Pontypridd Wales CF37 1BU UK : Phone +44(0)1443 486122 : Fax + 44(0)1443 404171

NOTICE OF MEDIATION FCSM05

CLAIMANT'S NAME:	v	DEFENDANT'S NAME :
Date:	Claim No	Your ref
Court	Claim Ref:	NADR No
<i>If any:</i>		
The above captioned case has been set for a MEDIATION on the following date:		
DATE :		
TIME :		
LOCATION		
MEDIATOR ASSIGNED WILL BE		
MEDIATION: The parties should present a written summary of the key facts, issues and law to the Mediator at least one week prior to the mediation. It is counsels' responsibility to ensure that full settlement authority is physically present at the mediation. The names and titles of those representatives attending should be included in the mediation summary. It may be faxed to NADR at : 00 44 (0)1443 404171 or email : Administrator@nadr.co.uk		
PLAINTIFF: Representative(s): Please note that your client(s) or an executive officer of your client with full authority to settle this case must be physically present at the mediation.		
DEFENCE: Representative(s): Please note that your client(s) or an executive officer of your client with full authority to settle this case must be physically present at the mediation.		
HOST(S): If you are hosting the meeting, please reserve two separate, private areas, preferably each having a telephone, for a two party mediation. An additional private room will be required for each additional party in a multi-party mediation.		
FEES: The fee of '£ Sterling' per party per day is now due. Additional charges may result from expenses accrued by the mediator. Any unpaid balance is due at the mediation. Please reference case name with payment.		
If the case is cancelled four working days or less before the date set for mediation, and not rescheduled, the half or full day fee is to be paid by the cancelling party. The half-day or full day fee will be charged according to the time scheduled on the "Notice of Mediation". If the case settles after we send our initiating letters to opposing parties and before mediation, a fee of £100.00 Sterling will be paid by the referring party.		
SENT TO:		
CLAIMANT'S REPRESENTATIVE (if any)		DEFENDANT'S RERESENTATIVE (if any)
Name		Name
Officer		Officer
Address		Address
Tel	Fax	Tel
		Fax
CERTIFICATE OF SERVICE		
I hereby certify that a true copy of the foregoing was served on the listed parties through their representatives, (if any) postage pre-paid and properly addressed, by depositing same in the Royal Mail, on this day of , the year .		
By :		NADR ADMINISTRATOR

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What to Do Next.

Tasks	Checkpoint	
Check.	ACTIONS	YES NO
1 Have you considered seeking or sought legal advice ?	SOUGHT	<input type="checkbox"/> <input type="checkbox"/>
2 Inform your independent advisor (if any) of the contents of this Notice (if not issued by him).	INFORMED	<input type="checkbox"/> <input type="checkbox"/>
3 Make a note in your diary about the date, time and location of the mediation	NOTED	<input type="checkbox"/> <input type="checkbox"/>
4 Send NADR any outstanding documentation requested	SENT	<input type="checkbox"/> <input type="checkbox"/>
The NADR Administrator Stockland Cottage, 10 James St, Treforest, Pontypridd CF37 1BU UK E-Mail : Administrator@nadr.co.uk Fax : 0044 (0)1443 404171		
5 Prepare for mediation – compile & submit documents etc	DONE	<input type="checkbox"/> <input type="checkbox"/>
6 NADR will send you Notice of Mediation (date, time, location etc)	RECEIVED	<input type="checkbox"/> <input type="checkbox"/>
7 Send NADR any outstanding documentation requested. You may receive additional documents from the other party	SENT	<input type="checkbox"/> <input type="checkbox"/>
8 NADR will send you a Notice of Initiation of Mediation Process	RECEIVED	<input type="checkbox"/> <input type="checkbox"/>
9 Notify everyone in your team about attendance details	NOTIFIED	<input type="checkbox"/> <input type="checkbox"/>
10 Attend the Mediation	ATTENDED	<input type="checkbox"/> <input type="checkbox"/>

We hope that you are satisfied with the service that NADR has provided you with up to date in relation to your dispute and that will be able to reach a quick, amicable and acceptable settlement of your dispute.