

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 INITIATION OF MEDIATION PROCESS FCSM06

CLAIMANT'S NAME:		v	DEFENDANT'S NAME :	
Date:		Claim No		Your ref
Court		Claim Ref:		NADR No
<i>If any:</i>				
As previously notified, the above captioned case has been set for a MEDIATION on the following date:				
DATE :				
TIME :				
LOCATION				
MEDIATOR ASSIGNED IS				
<p>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".</p> <p>If the case settles before mediation, a fee of £100.00 Sterling will be paid by the referring party.</p>				
SENT TO:				
CLAIMANT'S REPRESENTATIVE (if any)			DEFENDANT'S REPRESENTATIVE (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		

WARNING

THERE ARE LESS THAN SEVEN DAYS REMAINING BEFORE YOUR MEDIATION

Tasks	What to Do Next.	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	Double-check (and amend if necessary) your diary appointments to ensure details about the date, time and location of the mediation are correctly recorded.	DONE	<input type="checkbox"/> <input type="checkbox"/>
4	Send NADR any outstanding documentation requested The NADR Administrator Stockland Cottage, 10 James St, Treforest, Pontypridd CF37 1BU UK E-Mail : Administrator@nadr.co.uk Fax : 0044 (0)1443 404171	SENT	<input type="checkbox"/> <input type="checkbox"/>
5	Send the other party any outstanding documentation requested by them.	SENT	<input type="checkbox"/> <input type="checkbox"/>
6	Notify everyone in your team about attendance details	RECEIVED	<input type="checkbox"/> <input type="checkbox"/>
7	Attend the Mediation	ATTENDED	<input type="checkbox"/> <input type="checkbox"/>
8	Ensure that the person attending has FULL authority to settle.	DONE	<input type="checkbox"/> <input type="checkbox"/>
9	Have you paid the advance fee for the mediation ? The mediation will not commence until payment has been made in full.	DONE	<input type="checkbox"/> <input type="checkbox"/>

When you arrive at the mediation centre gather your team together and notify reception of your arrival. N.A.D.R. wishes both parties good luck. Be prepared if necessary for a long day. Your mediator will exercise his / her best endeavours to assist you both to reach a closure. The final deadline for this scheduled mediation session is 10:00 pm. You will have an opportunity to take short breaks between private sessions. If negotiations are not finalised by 10:00 pm the mediator will help arrange a follow on mediation session.

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.