

This form should be used to apply for the appointment of a Mediator by The Academy of Experts.

Applicant

Name:	<input type="text"/>	Tel:	<input type="text"/>
Firm:	<input type="text"/>	Fax:	<input type="text"/>
Case Ref:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>	DX:	<input type="text"/>
Name of Party if not as above:		<input type="text"/>	

Other Party

Name:	<input type="text"/>	Tel:	<input type="text"/>
Firm:	<input type="text"/>	Fax:	<input type="text"/>
Case Ref:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>	DX:	<input type="text"/>
Name of Party if not as above:		<input type="text"/>	

If there are more than two parties, please give details of other parties on a separate sheet.

Method of Appointment

The Academy of Experts aims to make the mediation process as simple as possible and to allow the parties to retain control of the process. If you have any specific requests please enclose them on a separate sheet.

- 1: Has the other party (or if more than two - have all the other parties) agreed that the dispute should be Mediated? Yes No
- 2: If the answer to 1 is "no" do you wish The Academy to endeavour to obtain the agreement of the other party (or parties) to Mediate? Yes No
- 3: (a) I/We wish The Academy to appoint a Mediator, or
- (b) I/We wish The Academy to provide a list of three suitable names to enable me/us to select and appoint the Mediator.

Nature of Dispute

Approximate value in Dispute £ _____

The information given below will be used for selecting the Mediator, and will be sent to any Mediator appointed by the Academy.

Brief details of case:

Preferred location for Mediation Session:

I/We enclose a cheque for the fee for the Appointment of a Mediator:

Signed:

Name:

Appointment Fee

The following chart shows the scale of fee due for the Appointment of a Mediator.

Prices shown are subject to VAT

Where the value of the matter in dispute is:	The fee is:
£0 - £10,000	£75
£10,001 - £100,000	£125
Over £100,00	£250

Note that this fee does not include any fees for the mediation itself. Contact The Academy of Experts for details of Mediation charges.

.....office use only.....

Received by: _____

Date: _____

Recommendation: _____

Parties informed: Email
 Fax
 Phone

Date Complete: _____

NOTES FOR GUIDANCE ON COMPLETING THE REQUEST FOR MEDIATION FORM

1. The Form permits application when either Mediation has been agreed between the parties, or when it has not.
2. If a party is to be represented (ie by a lawyer or other person) at the Mediation and it is desired that the Academy should correspond with the representative then the name of the representative should be entered under "Contact".
3. If Mediation has not been agreed between the parties the Academy will endeavour to obtain the agreement of all the parties to a Mediation. However, the fee (see 8 below) will be payable whether or not agreement is obtained.
4. The Academy will select and appoint a Qualified Mediator if that is what the Applicant requires. The appointed Mediator will then contact the Applicant to make the necessary arrangements for the Mediation.

To obtain this option select 3 (a) on the Form.

5. Alternatively, should the parties wish to make the final selection, the Academy will send the names of at least two suitable Mediators to the Applicant. The Applicant should then agree upon a name with the other party, and then write to the chosen person inviting that person to accept the appointment as Mediator.

To obtain this option select 3 (b) on the Form.

6. The approximate value in dispute should be calculated by evaluating the remedies sought. The Mediator will be asked a similar question, and the Academy reserves the right to payment of the full fee if the value is understated on the Form.
7. The Nature of the dispute should be a brief outline only of the matters in contention. Particular reference should be made to any:
 - (a) Legal matters in contention.
 - (b) Technical aspects affecting liability.
 - (c) Causes and types of damage suffered.
 - (d) Standard Conditions of Contract (if any).
 - (e) Other special knowledge it would be advantageous for the Mediator to possess.
8. Where the value of the matter in dispute is: The scale of fee is:

Where the value of the matter in dispute is:	The fee is:
£0 - £10,000	£75
£10,001 - £100,000	£125
Over £100,00	£250

9. The preferred location of the Mediation Session should identify the town that is most convenient to both the parties. The Mediation can be held at the premises of one of the parties.

This information is to enable the The Academy to select Mediators who live closest to the preferred location in order that the costs may be kept to a minimum.