

Form M4: Notice of Scheduled Mediation

[Sub-paragraph 8.1(b)]

Heading: same as in Form M 1

Notice of Scheduled Mediation

TAKE NOTICE that the parties/the Court have/has selected (*Name of Mediator*) from the Roster of Mediators. The mediation is scheduled to take place on the.....day of (*date*) from to (*time*) at the Office of the Mediation Coordinator at (*address*).

You are required to attend a 3-hour mediation session. If you have a Legal Practitioner representing you in this proceeding, he/she may attend. Any party attending the mediation must be authorised to settle the dispute or be in a position to be able to obtain such authority during the mediation.

When you attend the mediation session, you should bring with you any documents that you consider of central importance to your case. You should plan to remain throughout the scheduled time.

Dated:

Signed: -----

Mediation Coordinator
(*Name, address, telephone number, email*)

To: The Mediator
(*Name, address, telephone number, email*)

To: Claimant/Claimant’s Legal Practitioner
(*Name, address, telephone number, email*)

And To: Defendant/Defendant’s Legal Practitioner
(*Name, address, telephone number, email*)