

Mediation Scheme

Central London Civil Justice Centre

An alternative to going to court

If you are involved in a claim taking place at Central London Civil Justice Centre, the court offers a mediation scheme to help you settle your dispute without having to go through a court hearing.

Mediation is successful in a wide range of cases. In general, the earlier mediation takes place the better.

The scheme is available to parties involved in a dispute over £5,000.

What is mediation?

Mediation gives you and the other party you are in dispute with the opportunity to reach an agreement without a court hearing. All parties meet with a mediator who helps them to communicate with each other and to reach an agreement to their dispute.

Some of the benefits of mediation are:

- confidentiality;
- speed; and
- freedom for the parties to reach their own agreed solutions.

Why do I need a mediator?

You may have already tried to negotiate with the other party and found that the negotiations did not get very far. A mediator is an impartial professional who has been trained to help parties in dispute to find solutions. The mediator is skilled in unlocking these negotiations and keeping everyone focused on finding a solution.

If both parties agree to mediate the Court will pass your contact details to the National Mediation Helpline (www.nationalmediationhelpline.com). They will then arrange a mediation appointment.

What happens if only one of us wants to mediate?

Mediation can only take place if the parties agree. If you want to use mediation and the other party refuses, you should inform the court. If parties refuse an offer to mediate without good reason then, even if they win their case, the judge can refuse to award them the full costs.

What happens at mediation?

Each party will give a brief presentation of how they see the dispute. The mediator will then discuss the issues involved with the parties, both individually and together. Once the mediator understands the key issues of the dispute and any areas of agreement, they can encourage the parties to think of possible solutions. If all goes well a solution will be found to which all parties can agree.

Mediation is voluntary; you can leave at any time as a settlement is reached only if all parties agree.

What happens when an agreement is reached?

After an agreement has been reached the mediator will help the parties to draw up any necessary documents. Once signed the agreement is binding on both parties.

What happens if no agreement is reached?

If you do not reach an agreement you are free to continue with court proceedings. Anything said during the mediation is confidential and cannot be used in court unless both parties agree.

Where and when does mediation take place?

The mediation will need to be arranged at a location, and at a time, that is convenient to the parties. If no suitable accommodation can be found, room may be made available in the court building during the day at:

26 Park Crescent, London WIB IHT

The mediation will usually take place within four weeks after receiving both parties' replies. If the mediation is urgent this time scale can be reduced.

Can I bring someone with me?

You can come by yourself or with a friend or adviser or legal representative. It is not a trial and there is no need to bring witnesses or lodge papers with the court.

How much will it cost?

Amount you are claiming	£5,000 to £15,000 – Fast Track
Fees – per party*	£250 + VAT
Length of session	3 hours
Extra Hours – per party	£84 + VAT per hour

Amount you are claiming	£15,000 to £50,000 – Multi Track
Fees – per party*	£375 + VAT
Length of session	4 hours
Extra Hours – per party	£93.50 + VAT per hour

* For a two party dispute.

If the claim is for more than £50,000, the fees will need to be agreed with the organisation providing the mediation.

What should I do if I want to try mediation?

If you would like to try the court's mediation scheme complete the reply slip and return it to the court at:

Central London Civil Justice Centre
13-14 Park Crescent
London
WIB IHT
DX 97325
Regents Park 2

How can I find out more?

If you have any further questions about mediation, please telephone the National Mediation Helpline on 0845 60 30 809 – Monday to Friday 8:30am to 6pm.

Reply slip

I wish to try the Central London Mediation Scheme

Telephone no.

E-mail address

To assist the mediation provider, please give any dates to avoid for the next six weeks

Claimant

Defendant

Claim No.

Name

(BLOCK CAPITALS)

Signed

(Claimant/Defendant)