

Mediation Resolution

PRE-MEDIATION CHECKLIST FOR VIRTUAL ONLINE MEDIATIONS

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PARTY A

Claimant's name:	Email: Mob. No.
Other Claimants' names	Email: Mob. No. Email: Mob. No.
Solicitor's name:	Email: Mobile. No. L/L No.
Counsel's name:	Email: Mob. No.
Trainee's name:	Email: Mob. No.
Other:	Email: Mob. No.

PARTY B

Defendant's name:	Email: Mob. No.
Other Defendants' names	Email: Mob. No. Email: Mob. No.
Solicitor's name:	Email: Mob. No. L/L No.
Counsel's name:	Email: Mob. No.
Trainee's name:	Email: Mob. No.
Other:	Email: Mob. No.

<u>ACTION/CONFIRMATION</u>	<u>ANSWER/OUTCOME</u>	<u>BY WHEN</u>	<u>DATE DONE</u>
Names of all participants (including non-parties)			
Their physical & virtual locations?			
Who needs to sign up to confidentiality?			
Email addresses for all			
Mediation Agreement to be approved and signed before the Mediation.			
Platform? ZOOM, Microsoft Teams?			
Who will prepare the bundle and by when?			
Date by when bundle to be with the other Party & the Mediator			
Date for exchange of Position Statements.	By 1600 hours on		
Date(s) for pre-mediation discussion(s).			
Date for pre-mediation online practice session.			
Who will the participants be?			
Start time for Mediation.			
'Disguised' entry in to Waiting Room (will be on mute and not			

on video until 'admitted' by the Mediator).			
Consider staggered entry to Waiting Room and if opted for, agree timelines.			
Names of persons who will be in allocated Breakout Room.			
Agree Mediator's mode of entry into Breakout Room.			
Spare breakout rooms.			
Mediation not to be recorded.			
Breaks recommended – discuss and agree.			
Sustenance to be available throughout.			
Apology/explanation required?			
Name of lead decision maker.			
If different, name of person attending Mediation virtually with authority to settle.			
Provision to both Parties of pro forma draft settlement agreement by Mediator before the Mediation Day.			
If a settlement is reached, agree means of signing Settlement Agreement.			
Discuss and agree means of continuing the mediation/a dialogue should there be a video platform/IT glitch.			

Mediation Resolution (KGS – V1 -JUNE 2020)