



THE MEDIATION PROCESS



Whilst every case is individual, the following stages are general to the way David would usually hold a mediation.

1. It is jointly agreed by both parties to appoint David, either directly or through their legal representatives.
2. A date and a neutral venue is set and agreed. The venue will ideally have three separate rooms to enable private discussions for each party and a room for general meetings if needed. David can arrange for a venue to be booked if required.
3. In advance of the mediation David would expect to receive full documentation from each of the parties to enable him to be fully briefed on the dispute.
4. All parties must sign the mediation agreement and return to David in advance of it taking place.
5. On the day of the Mediation David will be at the venue to welcome both parties and show them to allocated rooms.
6. David will start the mediation with a private and confidential meeting with each party to explore the key issues and to fully understand their needs.
7. David will then use his experience and communication skills and hold a series of confidential meetings with both parties to encourage constructive negotiation. This will hopefully result in bringing each side closer together to find an effective resolution to the dispute that satisfies the requirements of all parties involved.
8. At that time David will get the parties together if he thinks appropriate, but certainly the lawyers, in order that they may draft a settlement agreement or at least Heads of Agreement. All parties would then sign the agreement which brings the mediation to an end. In the event that settlement is not agreed David will outline the relevant key parts still outstanding.