



**Mediation
Information and
Booking Form**

Name and Address of Parties in Dispute

Party A

Full name _____

Address _____

Mobile phone number _____ Work phone number _____

Email address _____

Party B

Full name _____

Address _____

Mobile phone number _____ Work phone number _____

Email address _____

Party C

Full name _____

Address _____

Mobile phone number _____ Work phone number _____

Email address _____



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Name and Address of Solicitors to be contacted by the mediator prior to the mediation.

Party A

Contact _____

Solicitor's Firm _____

Mobile phone number _____ Work phone number _____

Email address _____

Party B

Contact _____

Solicitor's Firm _____

Mobile phone number _____ Work phone number _____

Email address _____

Party C

Contact _____

Solicitor's Firm _____



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Mobile phone
number

Work phone
number

Email address

Names of Attendees (incl. Counsel, solicitors and parties)

Name	Firm	Position

Brief Details of the Dispute

Court Claim No:

Type of Court:

Summary of the dispute:

The Claim

ⁱStandard Value:

£

ⁱⁱCounterclaim Value (if
applicable):

£



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Mediation

Court directed? Yes/No?

Have all parties agreed to mediate? _____

Date of Mediation: _____

Proposed Venueⁱⁱⁱ: _____

Marketing

Where did you hear about Arpita Dutt's mediation services?



email



Linked In

Recommendation by _____

Other _____

Data Protection

Arpita Dutt and Arpita Dutt Consulting Limited are data controllers for the purposes of the Data Protection Act and GDPR 2018.

The Data Protection Policy contains details about the information collected, stored and processed about you and the reasons for processing it.



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Additional information:

1. A date will be held provisionally for you for three working days. After this period, it will be cancelled unless you confirm it.
2. On-line mediations are generally preferred. In person mediations will be charged at a higher rate.
3. No booking fee or deposit is payable but cancellation charges may apply as per the Fee Policy and the Mediation Agreement. There are no additional administrative costs or hourly rates charged if the mediation continues for an hour or so longer than the allotted time to facilitate a resolution.
4. The fees quoted are inclusive of VAT.
5. The confirmed booking may be cancelled by the Mediator if:
 - a. the information required for the Mediation Agreement has not been received; or
 - b. the terms have not been agreed within 5 working days of requesting these from you; or
 - c. if no extra time has been requested; or
 - d. no reasons have been provided.
6. By booking a mediation with Arpita Dutt Consulting Limited, whether on-line, by email or by telephone, you agree to these terms and to the Mediation Fees.

ⁱ If the value of the claim or counter-claim is materially higher than as notified above when the Mediation Case Summaries are received by the Mediator, the Fee may be adjusted upwards in line with the Fees Table.

ⁱⁱⁱ Please read the on-line mediation and Coronavirus Protocol (see Fees).