

## Mediation Questionnaire (Solicitor)

**Please complete this form and send it to your Mediator prior to the mediation. The mediator will not pass it on but you may, if you wish, send a copy to the solicitor on the other side. Many thanks.**

Case Name:

Name of client:

Name of person completing this form:

Q1. Where will the mediation be taking place?

Q2. How many rooms will be available?

Q3. Will there be flip charts, pens, wifi available in each room? If possible, please provide them.

Q4. Please confirm that lunch will be provided or will be available to purchase nearby.

Q5. Will it be ok if I bring an observer/assistant with me to the mediation? For the avoidance of doubt, there is no extra fee charge.)

Q6. Please state the names and positions of the persons who will be attending the mediation on your side:

Q7. What is the total amount of your client's costs (including VAT and disbursements etc.) up to and including the date of the mediation?

Q8. What do you estimate will be the further total sum for costs (incurred by your client) up to the court hearing if the case does not settle at the mediation? The information in this section will be treated by SMG Mediation Ltd as confidential until you give the mediator authority to disclose it at the mediation, unless of course you have sent a copy of this form to the other side.)

Q9. In bullet point form, what are the basic facts and principal issues in the case?

Q10. Have there been any offers to settle? If so, please provide copies of the last two or three relevant letters.

Q11. If proceedings have been started, what stage have they reached?

Q12. Have you and your client have any specific thoughts about the mediation process and how the mediation should be conducted on the day?

Many thanks