

**Confidential Client Mediation Questionnaire  
(Companies / Organisations)**

***Note to solicitors: Please ask your client to complete this form. The ideal is that it will be completed by the person in the company / organisation who, at the mediation, will have authority to settle the dispute. Once it has been completed, please send it to your Mediator prior to the mediation, who will treat it as completely confidential. It will not be passed on to the other side.***

**Case Name:**

**Name person completing this form:**

**Position in the company / organisation:**

Q1. Please briefly tell me your story:

Q2. What is at stake for the company / organisation? What does the company / organisation want to get out of the mediation process? What is most important?

Q3. What do you think the other side wants to get out of the process? What do you think is most important to the other side?

Q4. What do you think are your strong points, legal and practical?

Q5. What do you think are the strong points of the other side, legal and practical?

Q6. What do you think are the main drivers behind this dispute:

On your side?

Q7. What do you think are the main drivers behind this dispute:

On the other side?

Q8. What do you think might be the obstacles to settlement?

Q9. Will you be the person at the mediation who will have the authority to settle? Yes/No  
If not, who will be?

Will the person with authority to settle need to telephone anyone during the course of the mediation? If so, please give me the details.

Q10. What are your initial thoughts about the basis upon which it might be possible to settle the case?

Q11. Is there anything else you would like to tell me?

***The information provided will be kept In the strictest confidence.***

Many thanks