

PLEASE ANSWER ALL QUESTIONS:

1. Have the parties tried to resolve dispute directly between themselves? (If so, please give details)	Y/N
2. Have proceedings started? (If so please give details (or attach court documentation and indicate stage reached)	Y/N
3. Is this a Court referred mediation?	Y/N
4. Have you discussed mediation with the other party(ies)? If yes, have all parties agreed to mediation?	Y/N
5. If bfa Mediation has not been discussed with the other parties do you wish the bfa to approach them to propose mediation?	Y/N
6. Please indicate your preferred timing of the mediation and important deadlines or dates to be avoided.	Y/N
7. Please indicate preferred location for the mediation meeting.	Y/N
8. Are any of the parties legally aided?	Y/N
9. It is usual of mediation fees to be divided equally between the parties. Is there to be an alternative arrangement in this case?	Y/N
10. Do you object to the appointment of a mediator local to the parties and their advisors?	Y/N
11. Will the parties' professional advisors (if any) be in attendance at the mediation in addition to the parties themselves?	Y/N
12. Is it intended at this stage that any others will attend the mediation e.g. expert or other witnesses? If yes, please provide details (e.g. names and role)	Y/N
13. Do the parties have any objection to a bfa observer being present during the mediation?	Y/N