

Urban Solutions Application for free mediation service through the Association of Northern Mediators (ANM)

This form should be used where each party have agreed to use this mediation service and it can be signed or initialled if on line by one or by both parties / representatives and sent to ANM.

Party 1

Details of Party	
Details of Representative	
Contact Person	
Contact Phone Number	
Email Address	
Availability dates for Mediation	

Party 2

Other Party to Dispute		
Details of Representative		
Suggested venue		
Cost of venue		
Brief outline of the nature of the dispute and value of the dispute		
Details of why the case should be accepted as a pro bono matter		

Please continue on a separate sheet if required. You can add more parties as appropriate

Date:

This form can be signed or initialled P1P2

What you can expect from the Urban Solutions Scheme

On receipt of applications, the Association of Northern Mediators (ANM) will assess each side a justification for a remission of the mediation fee and will advise both/all parties if they are eligible either one or both. If only one party is assisted the other party may be asked to pay the appropriate rate under the fixed price scheme or the mediator's agreed rate per party.

We will then appoint a suitable mediator or mediators (it is likely that most cases will be co-mediated) and provide these details to both parties with confirmation of the date the mediation should take place.

The mediator(s) will then liaise with the parties with regards to sending through information about the dispute and Position Statements.

Mediators operate as individuals who each have their own professional indemnity insurance and comply with the European Code of Conduct for Mediators. ANM is only a referring body and accepts no liability for the mediators.

ANM cannot provide free premises but may be able to assist parties in arranging this on occasion. It is usually expected the parties will decide on a venue themselves and there may be a cost to both parties in relation to the premises.

Both parties will be sent a Mediation Agreement by the mediator, which sets out details of the scope of the mediation and confidentiality requirements. This must be signed and returned to the mediator appointed or chosen before the mediation takes place.

ANM will aim to respond to applicants within 7 days as to whether the case is accepted and with details of the appointed mediators as appropriate.

ANM agree to provide a mediation of up to 4 hours (or longer if appropriate) at a time to suit everyone involved.

For further information see www.northernmediators.co.uk or contact us on 01347 825278 or info@northernmediators.co.uk

For office use

Case reference :

Date received	Mediator appointed	Mediator	Parties informed	Mediation date	Settled ?	Date closed