

Annex 11

Your Reference:

Our Reference:Room no./name/number ref

Date

Dear Sir

Title in bold

1. I refer to the claimant's letter dated and the defendants' letter dated

Mediation

Either:

2. Although the parties have agreed to mediate, you should note that the proceedings are to continue.

3. [Insert appropriate paragraph explaining what is to happen next eg parties to await Preliminary Evaluation, claimant to file evidence or both sides to file evidence simultaneously]

Or:

2. I note that the parties have agreed to mediate and have requested that the proceedings be stayed pending the outcome of the mediation.

3. Both sides should note that the proceedings are now stayed.

4. Both sides are asked to inform the Office on a monthly basis of the progress of the mediation, including the dates of the mediation activities. An outline of the results of those activities should also be provided.

5. A letter in identical terms has been sent today to the other side.

Yours faithfully

Name
Section
Directorate