**INDEPENDENT ADR NOTICE - MEDIATION**

This communication is the formal notice of [*Name*] to refer a dispute to Alternative Dispute Resolution (‘ADR Notice’) [*delete the following as appropriate*] -

* As a means to resolve a disputed matter between [*Name*] and [*Name*] in compliance with the current *Practice Direction - Pre-Action Conduct and Protocols, Parts 8 and 9*

**and/or**

* As provided for in Clause [*Number*] of the contract between [*Name*] and [*Name*] dated [….].

The nature of the matter in dispute is [*state type of matter and/or relevant sectors*].

We request that the method of ADR be an independent CEDR Mediation and a copy of this notice has been sent to CEDR at 100 St. Paul’s Churchyard, London EC4M 8BU, United Kingdom [*delete as appropriate*]

* With a copy of the claim (plus counterclaim) referred to above

**and/or**

* With a copy of the ADR clause from the contract referred to above.

By copy of this Notice we request that CEDR independently assists the parties by providing a short list of mediators, which it considers are suitable to mediate this dispute [*delete as appropriate*] -

* In accordance with the provisions for ADR set out in the contract

**and/or**

* As stipulated in CEDR’s Model Mediation Process document.

The Parties’ primary points of contact, in relation to this matter, are as follows:

|  |  |  |
| --- | --- | --- |
|  | **PARTY A** | **PARTY B** |
| Company: |  |  |
| Address: |  |  |
| Contact: |  |  |
| Telephone: |  |  |
| Email: |  |  |

*\*For multi-party cases, please replicate the grid above to include the additional parties’ details.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_