

5 Steps to Mediation



Discuss the timeline (never too early)

Propose mediation to all parties to the dispute (in writing or telephone). Discuss:

- Date - When the parties would like the mediation to take place?
- Expertise required from the mediator - Industry or Field.
- Mediator's availability - Check our online platform CEDR Key or request information from CEDR Client Relationship Associates at adr@cedr.com.
- Time - A preferred start time for the mediation.
- Duration - A half mediation day or a full day mediation day (fees differ).
- Format - In person or Virtual (online).



Agree on specifics

- Seek/Reach Agreement with all of the parties to the mediation on: date, location, duration, mediator and fee split.
- Notify the mediation provider.



Confirm

- Confirm mediation booking by contacting provider or notify the mediator.
- Provide any of the above with the information gathered in Step 1 and Step 2.
- Confirm deadlines and fees.



Prepare (ideally allow two weeks)

- Discuss the process with the mediator.
- Schedule Pre-mediation Calls with mediator to discuss process and parties' positions.
- Review and Sign the mediation agreement.
- Prepare/Exchange: mediation documents (e.g., email correspondence, copies of contracts, drawings, diagrams etc...)
- Pay the mediation fee by the deadline provided by the provider in the confirmation email.
- Provide a list of participants to the mediator.



Attend (on the day)

- Attend the mediation with a participant who has the authority to reach a settlement in good faith on the day.
- Be prepared to sign a Settlement Agreement on the day.