

Model ADR notice

in case of a dispute, use this to invoke the mediation/ADR clause in your terms and conditions/contract

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 Mediation and a copy of this notice has been sent to [Name of Mediator selected in accordance with the contract e.g CMC Mediator] [delete as appropriate]

With a copy of the claim (plus any defence and 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 the selected Mediator independently assists the parties in accordance with the provisions for ADR set out in the contract. In default of adequate contract provision, reference may be made to CEDR guidelines on the mediation process.

The Parties' primary points of contact, in relation to this matter, are listed on the following page:

	PARTY A	PARTY B
Name/ Company Address		
Contact		
Mobile		
Email		

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

**Signed _____ Dated _____
Party [Insert whether Party A or B etc]**

for further advice, please call Alex Scrivens on 07880 342375 or email alexscrivensmediation@gmail.com



**ALEX SCRIVENS
MEDIATION**



**CMC Registered
Mediator 2023**

