

Enquiries and booking process

1. Having agreed with your clients that mediation may be appropriate, please contact **the Clerks** or **Geraldine Stephens**

by e-mail: mediation@litletonchambers.co.uk
by telephone on **020 7797 8600**.

They will be happy to discuss with you the next steps leading to the appointment of a mediator, and the mediation process. If you would like a more detailed discussion about mediation, they will put you in contact with one of our experienced mediators, who will answer any queries you have at no charge.

2. We will ask you to provide us with details of the dispute, and we will then suggest appropriate mediators, who are available within the time-frame required for the mediation. We can arrange a mediation at very short notice if required.
3. The fees applicable to the mediation will be discussed and agreed with you, and any other parties to the dispute, and a provisional booking will be made.
4. The **application form** should then be completed by you, or one of the other parties to the dispute, confirming the appointment. On receipt of the completed form, the mediation will be confirmed in the mediator's diary.
5. Particulars of the Mediation, incorporating the information provided on the application form, and a copy of the **mediation agreement** will be sent to the parties.
6. The Particulars of the Mediation will include details of the timing for the exchange of mediation statements and agreed mediation bundle, and for the provision of these to the mediator, as well as details of the agreed fees and the venue for the mediation.
7. We are able to offer Littleton Chambers as a venue for two-party mediations, and to suggest and arrange alternative venues if required.
8. As soon as you have selected a Littleton mediator, he or she will be available to discuss any issues or queries you may have, and will contact each party for a pre-mediation discussion, after receipt of the papers.
9. You may find answers to other queries you may have about our mediation service, by going to **frequently asked questions**.