Mediation procedure

You make contact with the **mediation service**.

You will be offered a first appointment.

Is your ex willing to attend **mediation**?

Yes

No / Not sure

Your ex will need to contact the **mediation service** and confirm that they are willing to attend.

Most **mediation services** will attempt to contact your ex at least once to explain that you have contacted them.

The **mediation service** will offer appointments for you either together or separately. They will tell you what documents you need to bring with you to the first appointment.

If your ex agrees to attend.

If the **mediation service** do not hear from your ex or your ex is unwilling to attend.

The first appointment is called a **mediation information and assessment meeting (MIAM)**. You can ask the **mediator** any questions you have about **mediation**. The **mediator** will gather information about you and assess whether **mediation** is suitable for you. They will also tell you if you are eligible for public funding and how much your **mediation** is likely to cost.

When you attend your **mediation information and assessment meeting (MIAM)**, the **mediator** will sign a form confirming that you have tried to initiate **mediation**.

You will need this form if you are planning to go to **court**.

If the **mediator** assesses you and your ex as being unsuitable for mediation, they will sign a form confirming that you have attempted **mediation**.

You will need this form if you are planning to go to **court**.

You, your ex and the **mediator** all agree to undertake **mediation**.

The **mediation service** will arrange as many **mediation** sessions as are needed to reach an agreement (usually between 4-6 sessions).

During the **mediation**, you can take legal advice from your **solicitor**.

After the final meeting, the **mediator** will produce a memorandum of understanding, open financial statement and/or outcome of **mediation**/parenting plan.

If you give these documents to your **solicitor**, they can prepare any paperwork that is needed by the **court** and turn your agreement into a binding court order.