

**PRE-MEDIATION CHECKLIST**

KEY NEEDS	TO DO	DONE?	NOTES
MEDIATOR	Book mediator: _____	<input type="checkbox"/>	
	Compile & send brief to mediator	<input type="checkbox"/>	
VENUE	Book mediation rooms: _____	<input type="checkbox"/>	List of popular venues available at <a href="http://www.advancemediation.com.au/mediation-venues">www.advancemediation.com.au/mediation-venues</a>
COUNSEL	Book counsel: _____	<input type="checkbox"/>	
	Compile & send brief to counsel	<input type="checkbox"/>	
CLIENT	Advise client of mediation date, time, venue	<input type="checkbox"/>	Arrange to meet early for pre-mediation discussion?
	Final settlement recommendations/advice	<input type="checkbox"/>	
OTHER PARTIES	Confirm reports served <i>and received</i>	<input type="checkbox"/>	Check whether to expect further reports from other parties prior to mediation?
OTHER	Valid Notice of Charge	<input type="checkbox"/>	
	Costs and disbursements assessment to date	<input type="checkbox"/>	Consider what costs & disbursements will be if doesn't settle at mediation
	Contribution resolved between defendants	<input type="checkbox"/>	See "Procedure for Mediations in the Common Law Division" (County Court)
	Prepare settlement documentation (D)	<input type="checkbox"/>	Release, Notice of Settlement
FINAL CONFIRMATION	Re-confirm mediation date, time, venue with:		Best done at least 3 days prior to mediation
	Mediator	<input type="checkbox"/>	
	Counsel	<input type="checkbox"/>	
	Client	<input type="checkbox"/>	
	Other party/parties	<input type="checkbox"/>	

**About Advance Mediation**

Priya Milton is the principal of Advance Mediation. She is a nationally accredited mediator and professional member of the Resolution Institute. Previously a personal injury litigator for 15 years, Priya now specializes in the resolution of medical malpractice, public liability, TAC & WorkCover common law claims.

For more information please visit [www.advancemediation.com.au](http://www.advancemediation.com.au)

