

## CHECKLIST FOR MEDIATOR'S BRIEF

| DOCUMENT   | ENCLOSED?                |
|--|--------------------------|
| Writ, Statement of Claim   | <input type="checkbox"/> |
| Defence/s  | <input type="checkbox"/> |
| Interrogatories & Answers  | <input type="checkbox"/> |
| Particulars of Special Damages   | <input type="checkbox"/> |
| Serious Injury Affidavits (if applicable)  | <input type="checkbox"/> |
| Claim Forms (if applicable)  | <input type="checkbox"/> |
| Key documents from discovery   | <input type="checkbox"/> |
| Reports:   |                          |
| Liability  | <input type="checkbox"/> |
| Medical  | <input type="checkbox"/> |
| Other _____  | <input type="checkbox"/> |
| Calderbank letter/s (if any)   | <input type="checkbox"/> |
| Details of other offers (statutory offers, counter-offers, offers of compromise) | <input type="checkbox"/> |
| Details of trial (date, jury/cause)  | <input type="checkbox"/> |
| Details of payments already made   | <input type="checkbox"/> |
| Medicare Notice of Charge  | <input type="checkbox"/> |
| Other estimated repayment figures (private insurance, Centrelink, SWEP etc)      | <input type="checkbox"/> |
| P's assessment of costs & disbursements (optional)                               | <input type="checkbox"/> |

The following are generally **not** required. (Check with your mediator if in doubt)

- Entire medical records
- Tax returns
- Entire discovery
- Appearances, Jury notices
- Standard court orders (but **do** convey trial date to mediator)

### About Advance Mediation

Priya Milton is the principal of Advance Mediation. She is a nationally accredited mediator and professional member of the Resolution Institute. Priya specializes in the resolution of personal injury claims (including medical malpractice, public liability, TAC & WorkCover). She is available for mediations in Melbourne, regional Victoria and interstate.

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

