1. response to NOTICE OF mediation

DATE: **[insert date]**

TO: **[include address, telephone, fax number, and e-mail address, if known]**

FROM: **[include address, telephone, fax number, and e-mail address, if known]**

* 1. Proposed Mediators (include name and contact information):
     1. <\*>
     2. <\*>

Note: You may propose a mediator who has been proposed by another Party.

* 1. Statement of Position:
  2. Documents:  
     (If you are relying on any documents then a summary of each document must be set out below or on an attached schedule. Each summary must include the date of the document’s creation, its author and a brief summary of its contents.)

| **DOCUMENTS** | | |
| --- | --- | --- |
| **DATE** | **AUTHOR** | **BRIEF SUMMARY OF CONTENTS** |
|  |  |  |
|  |  |  |
|  |  |  |

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|  |
| (Signature) |

If the Parties are unable to reach unanimous agreement on the selection of a mediator within ten (10) days after the date the Notice of Mediation is Delivered, the mediator shall be selected at random by draw by the Party who Delivered the Notice of Mediation and in the presence of the other Parties from among the names of the mediators submitted by the Parties.

The Party who Delivered the Notice of Mediation, must notify the mediator of their appointment, within three (3) business days of such appointment and shall provide the mediator with a copy of this By-law.

If a Party fails to submit names in accordance with Article 3.1(b), the Mediation will be deemed to have failed and the mediator selected by the other Party or Parties may Deliver to all the Parties a Notice stating that the mediation has failed and the notice may specify how the mediator’s fees and expenses are to be borne by the Parties.