

SCHEDULE A

Request for Mediation

Notice to Parties
<ul style="list-style-type: none"> Please refer to Part 36 of the ADGM Court Procedure Rules 2016 and Practice Direction 13 for information on court-annexed mediation. Parties filing this request for mediation (the “request”) must complete the request and file it via email to registry@adgmcourts.com. Please note that pursuant to Rule 307 of the ADGM Court Procedure Rules 2016, in exercising its discretion as to costs in the proceedings, the Court may take into account the parties’ conduct in relation to any attempt to resolve the dispute by mediation.

Details of Parties to the Mediation ¹	
First Party	[name]
Authorised Representative² (if applicable)	[name]
Legal Representative (if applicable)	[name]
Firm or Company Reference (if applicable)	[reference number]
Contact name	[name]
Contact telephone	[telephone]
Contact email	[email]
Second Party	[name]
Authorised Representative³ (if applicable)	[name]
Legal Representative (if applicable)	[name]
Firm or Company Reference	[reference number]

¹ List the names and contact details of all parties to the mediation.

² Authorised representative means in the case of a corporate or other entity an officer of that entity having authority to settle the dispute.

³ Authorised representative means in the case of a corporate or other entity an officer of that entity having authority to settle the dispute.

Details of Parties to the Mediation¹	
Contact name	[name]
Contact telephone	[telephone]
Contact email	[email]
[Third Party]	[Provide details of any additional party and, if applicable, their representatives here]

Details of the Dispute	
Type of dispute	[insert type of dispute]
Estimated amount in dispute	[USD]
Particulars of dispute⁴	
[please set out a summary of the dispute in numbered paragraphs here]	
Supporting documents	
[please list all supporting documents the parties intend to rely on in the mediation and attach such documents to the request]	

Parties' proposed dates for Preliminary Meeting and Mediation Session	
Dates	[list parties proposed or available dates for a preliminary meeting and the mediation session]

Signature⁵	
Signature of First Party	[name]

⁴ All parties to the mediation must complete this section jointly in neutral terms. If the parties are unable to agree on the details of the dispute, each party may include a separate summary of the details of the dispute and attach it to the request. Please note that each party will be given an opportunity to set out his side of the dispute separately to the mediator.

⁵ If a party is legally represented it is sufficient for the legal representative to sign the request for mediation on behalf of that party.

Signature of the Legal Representative of First Party (if applicable)	<hr/> [name]
Date of signature	
Signature of Second Party	<hr/> [name]
Signature of the Legal Representative of Second Party (if applicable)	<hr/> [name]
Date of signature	
<i>[add signatures of any additional parties]</i>	