

**Referrals for Family Mediation Information and Assessment Meetings**

**The Mediation Information and Assessment Meeting includes:**

1. An explanation of what mediation involves;
2. An assessment of whether the person attending is eligible for legal aid;
3. Consideration of the suitability of the case for mediation, or other means of ADR, including consideration of the impact of any domestic abuse and other limiting factors.

**N.B.** Where either party is eligible for legal aid, both parties' fee for the Mediation Information and Assessment Meeting is covered by Legal Aid.

**Pathway 1:**

1. Applicant makes an appointment and attends a Mediation Information and Assessment Meeting (£100 fee inclusive of VAT);  
If case unsuitable for mediation we complete form FM1;
2. If case is suitable for mediation we invite the other party to attend a Mediation Information and Assessment Meeting;  
If the other party is unwilling to attend, we complete form FM1;
3. If the other party attends a Mediation Information and Assessment Meeting (£100 fee inclusive of VAT), and case is suitable for mediation, we contact the applicant to begin mediation.

**Pathway 2:**

Both parties book an appointment and attend a Mediation Information and Assessment Meeting together (fee for joint meeting: £150 inclusive of VAT);

If case unsuitable for mediation we complete form FM1;

If case is suitable for mediation, we arrange to start mediation.

**Pathway 3:**

*N.B. We consider it unhelpful and potentially unsafe to approach the other party if the case is likely to be unsuitable for mediation, because, for example the applicant has suffered domestic abuse, or is for other reasons unwilling to mediate.*

Nevertheless when requested, we will write to the other party and invite them to a Mediation Information and Assessment Meeting provided that:

1. We have received a completed referral form from the applicant or his/her solicitors together with the fee of £50 inclusive of VAT (payable regardless of eligibility for legal aid). This fee covers the cost of the initial letter and the certificate in form FM1 which we sign if the other party being unwilling to attend a Mediation Information and Assessment Meeting.
2. If other party attends a Mediation Information and Assessment Meeting (£100 fee inclusive of VAT), the applicant will also have to attend a Mediation Information and Assessment Meeting (£100 fee inclusive of VAT);

If the case is suitable for mediation, we will arrange to start the mediation.