



PRE-MEDIATION MEETING CLAUSE INCLUDING STANDARD PROCEDURE FOR DISPUTE RESOLUTION

It is in everyone's interest for disputes to be resolved expeditiously in a fair and cost effective way. In the event of any such claim or dispute arising, the parties in dispute hereby agree to attend an *entirely free* pre-mediation meeting before any legal action is taken.

The purpose of this confidential and *without prejudice* meeting will be to inform all interested parties about mediation so that they can take informed decisions whether to make use of mediation before any other legal action is taken.

The following procedure will be followed:

Step 1

Complainant forthwith contacts Mediation in Motion (a not for profit organization that connects mediators with parties in dispute) at Tel: 083 403 7324; E-mail: info@mediationinmotion.com

Step 2

Mediation in Motion appoints a mediator to chair the free pre-mediation meeting;

Step 3

Appointed pre-mediation mediator makes all arrangements for pre-mediation meeting.

Step 4

Parties attend pre-mediation meeting where they are advised about the potential of mediation and the way forward.

Step 5

In the event of the parties agreeing to proceed with mediation:

- a) Pre-mediation mediator assists parties to select a suitably qualified mediator;
- b) In the event of the parties being unable to agree on a mediator at the pre-mediation meeting, the pre-mediation mediator will request a Judge or a retired Judge to appoint a mediator on their behalf;
- c) Parties sign the agreement to mediate regulating the mediation, including the date time and venue;
- d) Parties attend mediation.

Step 6

Subject to parties' agreement, the mediator reports the outcome of the mediation to Mediation in Motion for data capturing.

NB! Signing this document in no way takes away the constitutional right of any of the parties to litigate if the process of mediation fails to bring about a satisfactory outcome for all parties involved.

	PARTY 1	PARTY 2	WITNESS
Name	_____	_____	_____
Signature	_____	_____	_____
Date	_____	_____	_____