



“Taking Care of Business!”

4792 Coney Drive

1<sup>st</sup> Floor, Withfield Tower

Belize City, Belize

## MEDIATION REQUEST FORM

(Kindly complete Pages 1 – 3. Email to [mpo@belize.org](mailto:mpo@belize.org))

### Part I

Submitted by:		
Mediation between:		
Date requested:		

Participant Name:	
Contact Information:	
Address:	
Telephone:	
Relationship to Party B:	
Representative/Attorney	
Attorney Contact Information:	

Submitted by: \_\_\_\_\_  
(Print Name in Block Letters)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*Please affix Company Stamp

## Part II

**BACKGROUND OF DISPUTE:**

Please provide a brief description of the case including issues in controversy and case history. (4 to 5 bullet points)

**CLAIMS & RELIEF SOUGHT:**

Please indicate the claims asserted and requested relief (including amount in controversy, if applicable)

Case Information:	Has a suit been filed:	
	Trial Date:	
	Mediation Deadline Date (if applicable):	
Session Information:	Requested Session:	
	Requested Dates:	

## BCCI Mediation Consent Form

***We agree that:***

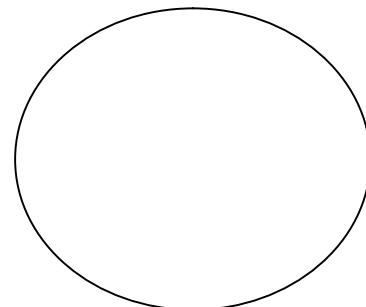
1. Participation in mediation is voluntary. At any point, a participant may withdraw from the process.
2. Parties will deal with each other in a frank and honest manner, and will approach the mediation in a spirit of good will in the hope of resolving their differences.
3. All writings and all communications made during, or in connection with, the mediation that relate to the substance of the dispute are confidential and cannot be used for purposes outside of the mediation. Exceptions to confidentiality include:
  - a) threats of physical harm to self or others;
  - b) specific information which participants agree to share with anyone outside the mediation; and
  - c) information shared during the mediation which is known or could be obtained through other means.
4. The mediator, as a neutral third party, will facilitate discussion in order to enhance communication and understanding. The mediator serves as a facilitator and not an advocate, judge, jury, counsellor, or therapist. The mediator does not give legal advice. The mediator will not solve the dispute, express an opinion on who is right or wrong, or make decisions for the parties. The mediator will help the parties generate possible solutions and assist the participants in reaching decisions that are acceptable to each of them. The mediator may determine that during the mediation process, separate meetings or additional session time may appropriate.
5. The mediation process will include: an opportunity for all parties to be heard, identification of issues to be resolved in mediation, proposed alternatives for resolution, and, if participants desire, a written agreement.
5. The parties agree not to involve the mediator or The Belize Chamber of Commerce & Industry in any court or administrative proceedings.
6. When an agreement is reached, if the parties desire, it will be summarized in writing on the Mediation Agreement form or other agreed upon format. Parties are advised to review the document carefully and seek any desired legal advice prior to signing the agreement. Each participant pledges to abide by the terms of the signed agreement.

I have read and understand the provisions of this Consent Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



Company Stamp/Seal

**For BCCI Use Only**

Date Received:	Approval Status:	Date Approved:
Mediators Comments:		
Proposed Mediation Date(s):		
Date:	Time:	Location:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_