



THE ESTATE MEDIATION GROUP

CONFIDENTIAL MEMORANDUM

TO:
E-Mail:
AND TO:
E-Mail:
PAGES: 1 in all (see also Agreement to Mediate)
FROM:
DATE:
RE: Pending Mediation

CONFIRMATION OF MEDIATION

Estate of

Court Files No.

DATE:
TIME:
PLACE:

Telephone:

MEDIATOR:

PLEASE REVIEW THE FOLLOWING ATTACHED MATERIAL:

- ✓ Agreement to Mediate

PLEASE SEND SEVEN (7) DAYS IN ADVANCE:

- ✓ Your statements of issues together with copies of the pleadings and other relevant documents

PLEASE SEND IN ADVANCE OR BRING WITH YOU TO THE MEDIATION:

- ✓ A cheque in the amount of \$ payable to *insert name* for the costs of the mediation plus HST as per the Agreement to Mediate

IF RULE 75.1 (MANDATORY MEDIATION – ESTATES, TRUSTS & SUBSTITUTE DECISIONS) APPLIES TO THIS MEDIATION THEN AS PER FORM 75.1B:

- ✓ Designated parties:
 - are required to attend with their lawyers (if any) and should plan to stay for the scheduled time
 - are required to file a statement of issues seven days before the mediation session
 - should bring any documents that they consider of central importance
 - should make advance arrangements to ensure access to a person whose approval is needed before they can agree to a settlement.