



NOTICE OF MEDIATION SESSION

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA
(SMALL CLAIMS COURT)

REGISTRY FILE NUMBER:
REGISTRY LOCATION:

In the case between: _____ Claimant(s)

and: _____ Defendant(s)

and: _____ Third Party

A Mediation session will be held on:

_____ at _____
date time

in _____ at _____
room address

The mediation session is scheduled for 2 hours.

Who must attend?

All parties must attend the mediation session. Each party must have authority to settle the claim. Each party may be accompanied by a lawyer or an articulated student. Witnesses are not required at the mediation session. Parties should bring an interpreter if required.

What should the parties bring?

Each party must bring to the mediation session all relevant documents – including any written contracts, invoices, reports, estimates or photographs.

What is the purpose of the mediation session?

The main purpose of the mediation is to provide the parties with an early opportunity to resolve their dispute with the assistance of a neutral and unbiased mediator.

Is it possible to change the date of the mediation session?

The date of the mediation session may be changed in certain limited circumstances: see Rule 7.2(11) and (12).

What happens if someone does not attend?

If a claimant does not attend the mediation session, the registrar may, on the request of another party, dismiss the claim. If a defendant does not attend, a default order may be made against that defendant.

For more information on mediation, contact the Court Mediation Program at (604) 684-1300 or toll free at 1-877-656-1300.

Notice mailed on: _____
date