

Brief Guide to completing our Referral Form

This Referral Form is to gather the information we require to help us deal with your referral/s more effectively and thoroughly and to give the best service we can. More detailed information is taken at the initial information meeting.

Who can make a referral to mediation? This form can be completed by an individual party or both parties jointly, by a solicitor or other agencies. When completing the form please ensure you:

- Give complete addresses for **both** parties
- Give contact telephone numbers for **both** parties – as we will endeavour to contact clients by telephone call.
- Give email addresses for **both** parties – as we will endeavour to follow up discussions with a confirmation email.
- Complete solicitors' details and contact names/references for **both** parties, when available.

What will happen next? We will contact both parties upon receipt of the referral to acknowledge receipt and offer/invite them both to separate mediation information and assessment meeting (MIAMS).

During the initial discussions the client will have the process of mediation explained, any questions answered and a MEANS assessment (if required) will take place. Please contact our office on 01925 393532 for further information.


Direct Child Consultation can be offered to clients, if appropriate, who wish for their children to be involved directly in the mediation process, further information is available on request. If you wish for this to be considered and discussed in mediation please mention this on our referral form.

If either party has any disability requirements please let us know. All our documents and letters are available in large print.

You can send a referral form to:

 Redmays, Chester Rd, Warrington, Cheshire WA4 5LP

 info@MediationNorthWest.co.uk

 Fax 01925 393549

Or refer over the phone by contacting our central office on: 01925 393532