

REQUEST FOR MEDIATION

Please complete this *Request for Mediation* form **and** return it to:

Joint Mediation Helpline Office, Room LG 102, LG1/F, High Court Building, 38 Queensway, Admiralty, Hong Kong (**Or** by fax: +852 2899 2984 **or** by email: email@jointmediationhelpline.org.hk)

The Party/ Parties named below individually/ together apply to the Joint Mediation Helpline Office (“the JMHO”) to have a Mediator to mediate the dispute between them as set out in this form. Unless otherwise agreed, the mediation is to follow the JMHO Mediation Rules effective at the date of this application.

1. Details of Parties:**Party 1 (Applicant)****Party 2 (Respondent)**

Name:	_____	Name:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Tel.:	_____	Tel.:	_____
	_____		_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____
Contact	_____	Contact	_____
Person &	_____	Person &	_____
Tel (if any)	_____	Tel (if any)	_____

2. Will you be represented by a lawyer at the mediation?
☐ Yes ☐ No

If yes, please fill in the following details:

Party 1 – Representatives (if any)**Party 2 – Representatives (if any)**

Name:	_____	Name:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Tel:	_____	Tel:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____
Your Ref.:	_____	Your Ref.:	_____
Contact	_____	Contact	_____
Person:	_____	Person:	_____

JMHO - Form RM1

3. Method & Language of Communication:

Please specify your preferred (i) communication method(s) and (ii) communication language(s).

- (i) ☐ Email ☐ Mail ☐ Fax
(ii) ☐ English ☐ Chinese

4. Court Case No. (if any): _____

5. Date of Reporting Mediation Result (if any): _____

6. Amount in Dispute (where applicable): HKD _____

7. Summary of the Dispute:

(Please state briefly what the dispute is about, and any particular issue(s) of importance. Please also state any relief or remedy sought.)

8. Particular Requirements for the Mediation:

Any particular language skills of the mediator? *(please tick ✓ the box provided)*

☐ English ☐ Cantonese ☐ Putonghua ☐ Other (Please specify) _____

Any preference for special or other requirements of the mediator? *(please tick ✓ the box provided)*

☐ Yes ☐ No

If so, please specify:

(JMHO will convey the requirements listed above to the designated Participating Service Provider for their reference on mediator appointment.)

9. Notice of the Gathering of Personal Data:

The personal data provided by the Party/ Parties under this Request for Mediation Form or generally in relation to the dispute are for the purpose of processing the dispute under JMHO. In this connection, the personal data so provided will be handled by or revealed to the following parties:

- a) personnel of the JMHO and Participating Service Providers (PSPs)¹;
- b) the other Party/ Parties named in this form;
- c) the potential mediators in relation to your dispute; and
- d) the mediator appointed in relation to your dispute.

Declaration by the Party/ Parties

- I. The Party/ Parties will cooperate with the personnel of the JMHO and PSPs and the mediator, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel, JMHO, PSPs and the mediator to handle the dispute;
- II. The Party/ Parties undertake(s) to keep all matters and information concerning and relating to the mediation confidential and will not disclose such matters and information to any person, other than the other party/ parties, the personnel of the JMHO and PSPs, and the mediator, save and to the extent required by the laws;
- III. The Party/ Parties will not hold the personnel of the JMHO and PSPs and the mediator liable for any claims, loss or damages in relation to the outcome or proceedings of the dispute under the JMHO Mediation Rules;
- IV. The Party/ Parties has/ have read the Notice of the Gathering of Personal Data and confirms/ confirm the agreement to provide personal data in relation to the JMHO on a voluntary basis and on the terms and for the purposes set out in the Notice;
- V. The Party/ Parties further confirms/ confirm that the information provided in this Request for Mediation Form is true and accurate;
- VI. The Party/ Parties understand that JMHO Mediation Consultant will assess the suitability of the case for mediation and further understand that the JMHO has discretion to accept or reject the application without giving reason.
- VII. The Party/ Parties understand(s) that JMHO will not provide any documentary proofs for the status/ completion of mediation after referring cases to the designated PSPs and mediators.

10. Signature(s):

(Party 1 and Party 2 may sign this *Request for Mediation* Form ("RM1") on separate forms.)

Signature of Party 1

Signature of party 2

Full Name of Party 1:

Full Name of Party 2

Date

Date

¹ These are the Participating Service Providers of JMHO, namely the Hong Kong Mediation Council, the Hong Kong Bar Association, the Law Society of Hong Kong, the Chartered Institute of Arbitrators (East Asia Branch), the Hong Kong Institute of Arbitrators, the Hong Kong Institute of Architects, the Hong Kong Institute of Surveyors and the Hong Kong Mediation Centre