

FMC Small Claim Commercial Mediation Scheme
Application Form

**FIJI MEDIATION CENTRE
SMALL CLAIM COMMERCIAL MEDIATION SCHEME
REQUEST FOR MEDIATION**

Small Claim Commercial Mediation Scheme
Fiji Mediation Centre
Tabatolu House, Level 1
Goodenough Street, Suva
Tel: (679)Fax: (679)
Email: mediatewithusfmc@gmail.com Website: www.fijimmediation.org

Have all the parties agreed to mediate this matter? Yes No	
Remarks:	
PLEASE READ	
1. Parties who wish to apply for mediation under the Fiji Mediation Centre (FMC) Small Claim Commercial Mediation Scheme (the Scheme) must complete this Application Form. FMC reserves the right to reject any Application. 2. This Scheme is applicable to matters where the total quantum of claim and counterclaim exceed FJ\$.....	
DETAILS OF PARTIES <i>(Where there are more than 2 parties or law firms, please provide the details for them in a separate attachment)</i>	
Suit Number: <i>(if applicable)</i>	<i>If court proceedings have started, please tick the applicable box</i> Plaintiff Defendant Third Party
APPLICANT(S)	
I am applying: As an individual For an organization	
Contact Particulars	
Salutation : <i>(if applicable)</i>	Mr Mrs Ms Others:
Name(s) :	
Address <i>(If not legally represented):</i>	

FMC Small Claim Commercial Mediation Scheme
Application Form

Contact No <i>(If not legally represented):</i>	Tel: Fax:
Email Address <i>(If not legally represented):</i>	
Contact Particulars (Legal Representatives)	
Salutation: <i>(if applicable)</i>	Mr Mrs Ms Others:
Name:	
Law Firm:	
Address:	
Contact No:	Tel: Fax:
Email Address:	
Reference Number:	

RESPONDENT(S)	
<p><i>If court proceedings have started, please tick the applicable box</i></p> <p>Plaintiff Defendant Third Party</p> <p>If <u>not</u>, my counter party is:</p> <p>As an individual For an organization</p>	
Contact Particulars	
Salutation: <i>(if applicable)</i>	Mr Mrs Ms Others:
Name(s):	
Address <i>(If not legally represented):</i>	
Contact No <i>(If not legally represented):</i>	Tel: Fax:

FMC Small Claim Commercial Mediation Scheme
Application Form

Email Address <i>(If not legally represented):</i>	
Contact Particulars (Legal Representatives)	
Salutation:	Mr Mrs Ms Others:
Name:	
Law Firm:	
Address:	
Contact No:	Tel: Fax:
Email Address:	
Reference Number:	

DETAILS OF THE DISPUTE		
<p>The Value of claim: FJ\$ Quantum of counterclaim: FJ\$ <i>(Please be aware that your claim cannot be more than FJ\$..... to qualify for this scheme)</i></p> <p>Others:</p>		
Type of Dispute		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Agency Banking/Financial Instruments Company / Shareholders Information Technology Construction/Contractors Defamation Employment Family/Neighbour Insurance Intellectual Property/Trademarks/Copyright Joint Venture/Partnership </td> <td style="width: 50%; vertical-align: top;"> Personal Injury Probate (Deceased) Professional Malpractice Renovation Sale & Purchase of Property Sale/Supply of Goods & Services/Title of Goods Sports Shipping Tenancy Torts Trust </td> </tr> </table> <p>Others:</p>	Agency Banking/Financial Instruments Company / Shareholders Information Technology Construction/Contractors Defamation Employment Family/Neighbour Insurance Intellectual Property/Trademarks/Copyright Joint Venture/Partnership	Personal Injury Probate (Deceased) Professional Malpractice Renovation Sale & Purchase of Property Sale/Supply of Goods & Services/Title of Goods Sports Shipping Tenancy Torts Trust
Agency Banking/Financial Instruments Company / Shareholders Information Technology Construction/Contractors Defamation Employment Family/Neighbour Insurance Intellectual Property/Trademarks/Copyright Joint Venture/Partnership	Personal Injury Probate (Deceased) Professional Malpractice Renovation Sale & Purchase of Property Sale/Supply of Goods & Services/Title of Goods Sports Shipping Tenancy Torts Trust	

FMC Small Claim Commercial Mediation Scheme
Application Form

[Please provide brief details of the dispute]

AVAILABLE DATES FOR MEDIATION

[Please provide a few available dates - if possible, mutually agreed dates]

TERMS AND CONDITIONS

By signing and submitting this Application Form to FMC, you have agreed to the Scheme Procedure and the following terms and conditions of the Scheme:

- (1) A mediation fee deposit is payable to FMC **by each party** within three working days after FMC has confirmed the date of mediation. In the event that the mediation is aborted after FMC has confirmed the date of Mediation, FMC has the right to keep any part or all of the mediation fee deposit paid by both parties.
- (2) Mediation under this Scheme will be scheduled either on a weekday or Saturday, depending on the availability of the mediator, parties and venue.
- (3) If the total value of the claim is revised to above FJ\$.... before or during the mediation session, FMC reserves the right to revise the mediation fee payable by parties.

SIGNATURE

Applicant's Name and Signature:

Date:

HOW DID YOU HEAR ABOUT US?

FMC Small Claim Commercial Mediation Scheme
Application Form

Industry/ Business Network

Lawyer's Referral

Media (Newspaper, television etc.)

Mediation Clause (*If so, please annexe a copy of the Mediation Clause to your Request for Mediation.*)

FMC Invitation Letter

FMC Website

The High Court of Fiji : ADR Offer (High Court Practice Direction)

Referral from Master/ Judicial Officer Referral from High Court

The State Courts of Fiji

Telephone Enquiry to FMC

Others: _____

**Subject to availability.*