



ABU DHABI GLOBAL MARKET COURTS
محاكم سوق أبوظبي العالمي

SCHEDULE A

Request for Mediation

Notice to Parties

- Please refer to Part 36 of the ADGM Court Procedure Rules and Practice Direction 13 for information on court-annexed mediation.
- Parties filing this request for mediation (the “request”) must complete the request and file it via email to registry@adgmcourts.com.
- Parties must pay the filing fees that are applicable in accordance with the ADGM Courts Schedule of Fees.
- Please note that pursuant to Rule 307 of the ADGM Court Procedure Rules, in exercising its discretion as to costs in the proceedings, the Court may take into account the parties’ conduct in relation to any attempt to resolve the dispute by mediation.

Details of Parties to the Mediation¹	
First Party	[name]
Representative	[name]
Firm or Company	[name]
Firm or Company Reference	[reference number]
Contact name	[name]
Contact telephone	[telephone]
Contact email	[email]
Second Party	[name]
Representative	[name]
Firm or Company	[name]
Firm or Company Reference	[reference number]
Contact name	[name]
Contact telephone	[telephone]
Contact email	[email]
[Third Party]	[Provide details of any additional party and, if applicable, their representatives here]

Details of the Dispute	
Type of dispute	[insert type of dispute]
Estimated amount in dispute	[USD]
Particulars of dispute²	
[please set out a summary of the dispute in numbered paragraphs here]	
Supporting documents	
[please list all supporting documents the parties intend to rely on in the mediation and attach such documents to the request]	

Parties' proposed dates for Preliminary Meeting and Mediation Session	
Dates	[list parties proposed or available dates for a preliminary meeting and the mediation session]

¹ List the names and contact details of all parties to the mediation and, if applicable, each party's representative authorised to represent the party at mediation and to bind the party to any settlement.

² All parties to the mediation must complete this section jointly in neutral terms. If the parties are unable to agree on the details of the dispute, each party may include a separate summary of the details of the dispute and attach it to the request. Please note that each party will be given an opportunity to set out his side of the dispute separately to the mediator.

Signature	
Signature of First Party	<hr/> [name]
Signature of the representative of First Party <i>(if applicable)</i>	<hr/> [name]
Date of signature	
Signature of Second Party	<hr/> [name]
Signature of the representative of Second Party <i>(if applicable)</i>	<hr/> [name]
Date of signature	
<i>[add signatures of any additional parties]</i>	