

## Checklist: Things to take with you to mediation

You can print this checklist to help you make sure you have everything organised to take with you to mediation. If your mediation is over the telephone, you should make sure you have these things next to the telephone

### Things to take with you to mediation

<input type="checkbox"/>	Address for the mediation (if the mediation is not over the telephone)	<ul style="list-style-type: none"><li>• Make sure you know where the mediation is and how to get there. You could take a map or instructions on how to get there.</li><li>• Make sure you leave plenty of time to find an address that is new to you.</li></ul>
<input type="checkbox"/>	Telephone number for the mediation service	<ul style="list-style-type: none"><li>• Make sure you have the contact details for the mediation service (just in case you need to call before the mediation).</li></ul>
<input type="checkbox"/>	Paper and pens	<ul style="list-style-type: none"><li>• Take what you need to write notes during the mediation.</li><li>• If you need to ask a question or say something in reply, you can write this down so you don't forget while someone else is talking.</li></ul>
<input type="checkbox"/>	Notes and worksheet	<ul style="list-style-type: none"><li>• Make sure you take the notes you prepared for the mediation.</li></ul>
<input type="checkbox"/>	Documents and information	<ul style="list-style-type: none"><li>• Take documents like court documents, statements, photographs, invoices and payment records.</li><li>• Put all your documents and information in order. You might want to put the documents in date order or, if there are lots of separate issues, group the documents into the issues they relate to.</li><li>• If you want the other parties to look at any documents, you may want to make copies to give to them.</li></ul> <p>Remember that if you give evidence or information to the other party, there is nothing to stop them using this evidence if your</p>

		matter goes to court later and they can find the evidence in another way. If you are concerned about giving information that can weaken your case, you should get legal advice before the mediation.
<input type="checkbox"/>	Drink bottle with water	<ul style="list-style-type: none"> <li>• Often the mediator will provide water for all parties, but if they don't you will need to take some with you.</li> </ul>
<input type="checkbox"/>	Telephone and telephone numbers of your lawyer, advocate or family members	<ul style="list-style-type: none"> <li>• If you have arranged to have someone available to talk to you during a break during the mediation you should make sure you have a way to contact them.</li> <li>• Take the contact details of everyone who will be coming with you to the mediation.</li> </ul>