Society for Computers & Law
The leading educational charity
for the tech law community
www.scl.org

SCL MEDIATION SCHEME

INFORMATION SHEET

Please email the completed form to SCLMediationScheme@scl.org**.**

1. This Information Sheet is completed on behalf of: [Party name].

2. Our contact details for use during this mediation are:

    a. Representative(s): [Identify named individuals with their roles]
    b. Email: [Insert]
    c. Phone: [Insert]

3. The intended parties to the mediation are: [Party names].

4. All parties have agreed in writing to mediation under the Society for Computers and Law Mediation Scheme (the "**Scheme**"). This agreement is found in the attached document: [Attach the mediation agreement, as an extract if part of a larger document]

5. Summary of the dispute(s):

    a. Please tell us briefly about the disagreement between the parties: [Explain in neutral terms limited to 250 words].
    b. Technology or technical solution involved: [Explain in neutral terms limited to 250 words]. (Note: Mediations under the Scheme do not need to be specifically about the technology or technical solution involved. However, this may be useful context for understanding the dispute.)
    c. Approximate value of any claims or counterclaims: [Explain in neutral terms].

6. We are aware of the following practical constraints for holding a mediation:

    a. Timing: [Identify any timing constraints].
    b. Whether it may be remote or in person: [Identify any constraints as to medium].
    c. Location if in person: [Identify any constraints as to location].

7. Our preferred mediators from the panel formed by the Society for Computers and Law for the purposes of the Scheme (the "**Panel**") are: [List no more than three].

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8. The following mediators in Panel are known to have a conflict of interest in relation to this dispute or the parties: [List any].

9. We confirm our agreement to the Society for Computers and Law Mediation Scheme Rules (prevailing at the time of completing this Information Sheet) and will abide by them.

Signed: [Insert]

Title: [Insert]

Dated: [Insert]

In signing this Information Sheet:

- I confirm and represent to the Society for Computers and Law that I am a duly authorised representative.
- I agree that payment of the applicable SCL administrative charge for this party under the Schedule of Charges (as may be varied from time to time) will be made promptly to the SCL. I will email SCLMediationScheme@scl.org for a payment link. I acknowledge that until payment of the SCL administrative charge is made by all parties to the intended mediation, then it will not be progressed and that any payments made are a non-refundable deposit.
- Paragraph 14 of the Society for Computers and Law Mediation Scheme Rules applies to these representations or agreements.

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