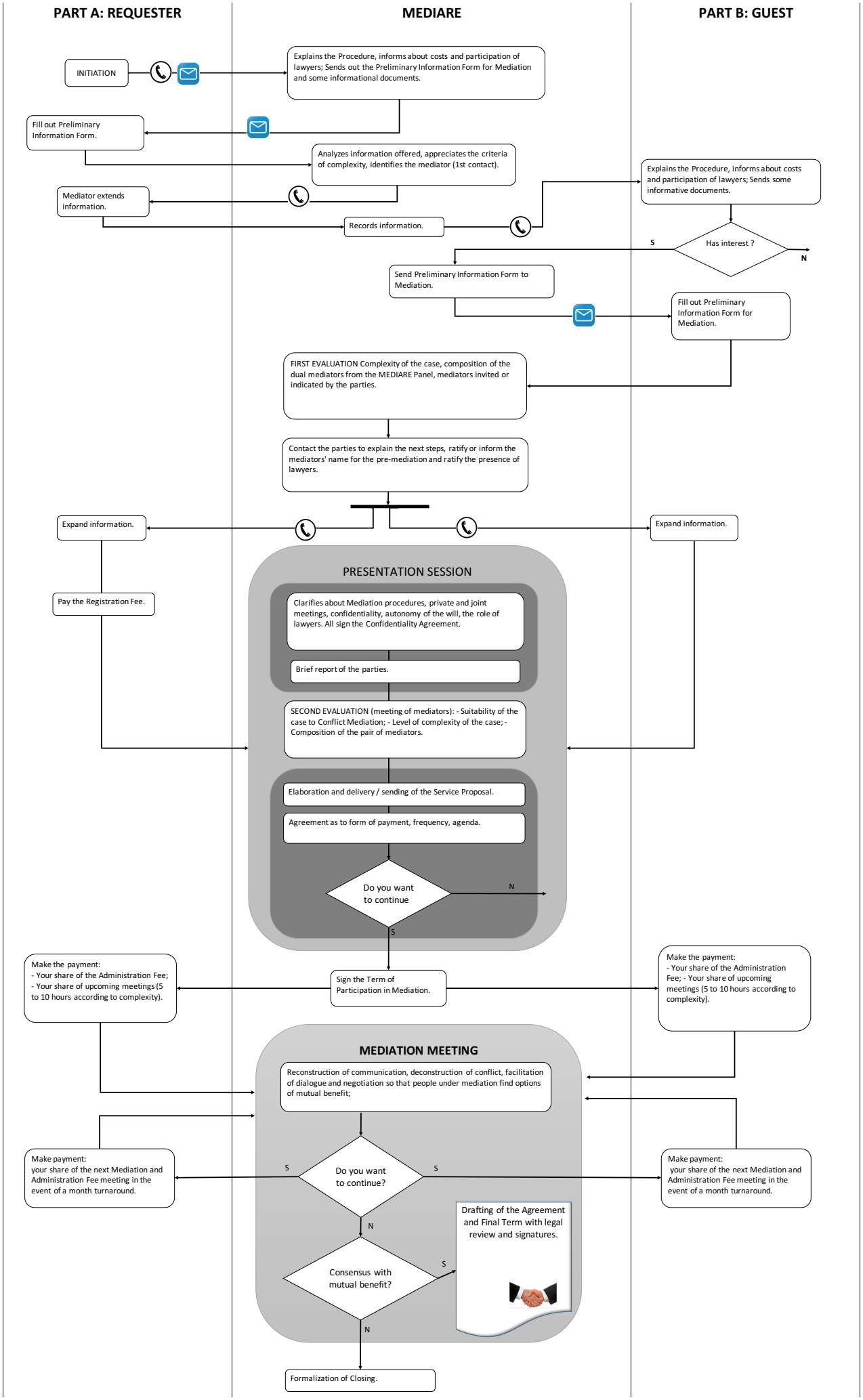
PART A: REQUESTER
MEDIARE
PART B: GUEST
INITIATION
Explains the Procedure, informs about costs and participation of lawyers; Sends out the Preliminary Information Form for Mediation and some informational documents.
Fill out Preliminary Information Form.
Analyzes information offered, appreciates the criteria of complexity, identifies the mediator (1st contact).
Explains the Procedure, informs about costs and participation of lawyers; Sends some informative documents.
Mediator extends information.
Records information.
Has interest ?
S
N
Send Preliminary Information Form to Mediation.
Fill out Preliminary Information Form for Mediation.
FIRST EVALUATION Complexity of the case, composition of the dual mediators from the MEDIARE Panel, mediators invited or indicated by the parties.
Contact the parties to explain the next steps, ratify or inform the mediators' name for the pre-mediation and ratify the presence of lawyers.
Expand information.
Expand information.
Pay the Registration Fee.
PRESENTATION SESSION
Clarifies about Mediation procedures, private and joint meetings, confidentiality, autonomy of the will, the role of lawyers. All sign the Confidentiality Agreement.
Brief report of the parties.
SECOND EVALUATION (meeting of mediators): - Suitability of the case to Conflict Mediation; - Level of complexity of the case; - Composition of the pair of mediators.
Elaboration and delivery / sending of the Service Proposal.
Agreement as to form of payment, frequency, agenda.
Do you want to continue
N
S
Make the payment:
- Your share of the Administration Fee;
- Your share of upcoming meetings (5 to 10 hours according to complexity).
Sign the Term of Participation in Mediation.
Make the payment:
- Your share of the Administration Fee; - Your share of upcoming meetings (5 to 10 hours according to complexity).
MEDIATION MEETING
Reconstruction of communication, deconstruction of conflict, facilitation of dialogue and negotiation so that people under mediation find options of mutual benefit;
Make payment:
your share of the next Mediation and Administration Fee meeting in the event of a month turnaround.
S
Do you want to continue?
S
Make payment:
your share of the next Mediation and Administration Fee meeting in the event of a month turnaround.
N
Drafting of the Agreement and Final Term with legal review and signatures.
Consensus with mutual benefit?
S
N
Formalization of Closing.