

NOTICE OF MEDIATION

CLAIM 0000

An application has been made. The parties to this application are required, in accordance with *Section 75* of the Queensland Civil and Administrative Tribunal Act 2009, to attend mediation at the time and place set out below. Both parties are directed, pursuant to Section 76(1), to participate in person or to be represented by a person who has authority to settle the dispute the subject of the proceedings.

Date :

Time :

Place : Room M1, Level 10
259 Queen Street
Brisbane Q 4000

APPLICANT

RESPONDENT

NOTE:

(a) Both parties are required to attend the mediation. If you do not attend the mediation then the application may be determined on the evidence provided or directions made about the further conduct of the matter. You should bring all documents and evidence with you in the event that the other party does not attend the mediation.

(b) If both parties attend the mediation session and it is not resolved by mediation, then the hearing of the application will be adjourned to another date. It will not take place on the day set for mediation.

(c) If you do not wish to participate in this mediation, please write to the Alternative Dispute Resolution Manager at GPO Box 1639, Brisbane QLD 4001 or adr@qcat.qld.gov.au, stating your reasons for not wanting to do so.

(d) If you would like to participate in mediation by telephone, please write to the Alternative Dispute Resolution Manager at GPO Box 1639, Brisbane QLD 4001 or adr@qcat.qld.gov.au, confirming that you intend to participate by phone and providing your contact telephone number, or file an Application for Attendance at Hearing, Compulsory Conference or Mediation by Remote Conferencing available at www.qcat.qld.gov.au/forms.html.



Registrar
Queensland Civil and Administrative Tribunal

Queensland Civil and Administrative Tribunal