

Request for referral to mediation by agreement

NOTE: Use this form if the parties have agreed to mediation and to the QCAT Panel Mediator.

Part A APPLICATION / REFERRAL DETAILS

Applicant/s *(the party who made the original application)*

Respondent/s *(the party against whom the original application was made)*

QCAT case number

Date of request

Part B ORDERS BY CONSENT

THE PARTIES REQUEST THE TRIBUNAL MAKES THE FOLLOWING ORDERS BY CONSENT. BY CONSENT, THE ORDER OF THE TRIBUNAL IS THAT:

1. The parties agree to participate in good faith in a mediation conducted by a QCAT Panel Mediator agreed to by the parties at a date and time to be confirmed by the QCAT Panel Mediator.
2. Unless the QCAT Panel Mediator and all parties agree otherwise, the parties must attend the mediation in person.
3. At least 14 days prior to the mediation, each party must deliver to the QCAT Panel Mediator and any other party a brief mediation statement (no longer than 5 pages), which:
 - a) sets out the issues they say arise in the matter; and
 - b) a brief outline of the facts.
4. Unless otherwise agreed between the parties and the QCAT Panel Mediator, the parties must share the costs of the mediation equally.
5. When the mediation ends, the QCAT Panel Mediator must deliver a Mediator's Certificate as to the outcome of the mediation in the approved form (Form 73) to the Tribunal within five (5) business days after the conclusion of the mediation.
6. The parties agree that the mediation will be conducted on or before: *(insert date)*
7. Unless all parties deliver prior written notice to the Tribunal that the case has resolved without the need for Tribunal orders, the case is listed for a Directions Hearing on a date and time to be advised after the QCAT Panel Mediator's Certificate has been delivered to the Tribunal.

Part C

SIGNATURES

<p>Sign here</p> <p>Print name here</p> <p>Description of signatory (e.g. applicant/respondent)</p>	<p>Date</p> <p>Day / Month / Year</p>
<p>Sign here</p> <p>Print name here</p> <p>Description of signatory (e.g. applicant/respondent)</p>	<p>Date</p> <p>Day / Month / Year</p>

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* (Qld) makes it an offence for a person to knowingly give the registry documents containing false or misleading information. Maximum penalty for such an offence – 100 penalty units.

Filing Details

Deliver to:	Mail to:	Email to:
<p>Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 OR your local Magistrates Court. To find your local courthouse visit: courts.qld.gov.au/contacts/courthouses</p>	<p>Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001 OR your local Magistrates Court. To find your local courthouse visit: courts.qld.gov.au/contacts/courthouses</p>	<p>QCATcivil@justice.qld.gov.au</p>