

## GENERAL REFERRAL FORM

Email to: [info@focus-mediation.co.uk](mailto:info@focus-mediation.co.uk)  
 Fax: 01908 410507  
 Tel: 01908 231132

We have mediators working in Buckinghamshire, Bedfordshire, Northamptonshire, Hertfordshire, Oxfordshire, Cambridgeshire, Thames Valley and London

<b>First Party</b>  <b>Name:</b> <b>Address:</b>   <b>Tel:</b>  <b>Email:</b> (please let us have this if you possibly can)  <b>Have they/you agreed to mediate?</b>		<b>Second Party</b>  <b>Name:</b> <b>Address:</b>   <b>Tel:</b>  <b>Email:</b> (please let us have this if you possibly can)  <b>Have they/you agreed to mediate?</b>	
<b>Person referring:</b>  <b>Name of Firm/Company (if relevant):</b> <b>Address:</b> <b>Email:</b> <b>Tel:</b>  <b>Please confirm who Focus should liaise with regarding mediation?</b>		<b>Your opposite number, representing the other party, if any:</b>  <b>Name of Firm/Company (if relevant):</b> <b>Address:</b> <b>Email:</b> <b>Tel:</b>  <b>Please confirm who Focus should liaise with regarding mediation?</b>	
<b>What type of mediation? Please give brief outline of dispute (continue overleaf if necessary)</b>			
<b>Amount claimed:</b>		<b>Amount counterclaimed (if any):</b>	
<b>Any special circumstances we should be aware of? Yes/No</b>  <b>Clients with problems such as disability please specify:</b>  <b>Anything else?</b>		<b>Court proceedings issued? Yes/No</b>  <b>Court matter number and dates:</b>	

Help us give a quick service by giving as much information as possible – lack of details can cause delays.

**What type of mediation? Please give brief outline of dispute (continued)**