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| **Offices at Stoke-on-Trent**  **Staffordshire and Cheshire by appointment** | Staffordshire Mediation |

[**www.staffordshiremediation.co.uk**](http://www.staffordshiremediation.co.uk)

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**Tel: 01782 360028**

Our Ref: ATC/SM/init/info

Date as received

Dear Client

Please allow me to introduce myself: My name is Anita Craig from Staffordshire Mediation. We offer Mediation as a quicker and cheaper alternative to the Courts as a means of resolving disputes.

Although the referral has come from you/your solicitor, I should point out that should you wish to enter into Mediation both sides will both be treated equally and we are completely impartial and unbiased. We simply seek to assist the parties reach a resolution to their dispute without the need for Court action if at all possible.

The first stage of this process would be a MIAM (Mediation Information and Assessment Meeting). This meeting will be for you alone, and anything you say to me will be in complete confidence. The fee for this 45-60 minute appointment would be £125.

This meeting may be via Zoom, and online or if you would prefer we can meet in person (though rooming costs may apply).

Following this meeting, you can decide if you would like me to contact your former partner. I can write to the other party, canvassing their opinion as to whether they would like to participate in the Mediation process.

If you both decide to go ahead, and I consider that the issues are suitable for Joint Mediation, I shall be in contact with you both to see how we can move forward. Joint Mediations usually last for around two hours and are charged at £500\*\* per session plus room fees of £20 per room per hour, the cost to be shared equally between you. If one party is unable or unwilling to pay, then the other party will be asked if s/he is prepared to pay the full cost. If neither party is willing to pay, then the Mediation will come to a close. At this point either of you can apply for a MIAM form. The cost of this is £100, and this form unlocks the legal system enabling an application to be made to the Courts to resolve the issues in question.

Should you require any further information, please see our website at

[www.staffordshiremediation.co.uk](http://www.staffordshiremediation.co.uk/)

A full Legal Aid check will be carried out with you. As we only take private Clients, we will be happy to refer you on if you think you may be legally aided so please let us know as soon as you are able, if you are in receipt of ESA, or on a very low income. You are to let me know if you are Legally Aided by checking on the website

<https://www.gov.uk/check-legal-aid>

If you decide that Mediation may be the way forward for you, you will need to provide me with contact details for the other party: email address, and telephone numbers are particularly useful for moving matters forward swiftly.

You may find the attached video information guides helpful too.

<https://www.staffordshiremediation.co.uk/videoguides>

<https://www.youtube.com/watch?v=DcXMCHAJxL8&feature=youtu.be>

You may contact me by replying to this email or letter.

**\*\*Mediation Voucher Scheme**

From April 1st 2021 The Ministry of Justice has developed a mediation voucher scheme, whereby a contribution of up to £500 per case/family to the mediation costs of a child arrangements case will be offered, encouraging people to seek to resolve their disputes outside of court where appropriate to do so. This scheme will end when the allotted funds have been allocated, and your application will be approved by the MoJ prior to Joint Mediation beginning. Should you wish to participate in this scheme, please request a Consent Form from your Mediator at your initial MIAM (Mediation Information and Assessment Meeting).

This voucher scheme has now been extended into 2026 , and is therefore still available to cover Joint Meetings. It can not be used to cover the cost of MIAM.

I look forward to speaking to you in due course.

Best Wishes

Anita Craig

STAFFORDSHIRE MEDIATION