

CHECKLIST FOR PARTIES

(excluding the steps required to participate in the evaluation process)

Preliminary stages

Number	Task	Complete?
1	Familiarise yourself with the scheme by reading: <ul style="list-style-type: none">○ The scheme outline on the website.○ The agreement to mediate	
2	Agree with the other parties to mediate.	
3	Obtain the Court's permission to share information about the COP proceedings with the mediator and the evaluation team and any third parties to be invited to the mediation.	
4	Agree the venue for the mediation, including how the cost of the venue (if any) is to be met, and whether the venue will facilitate P's participation in the mediation.	
5	Agree how the cost of the mediation is to be met between the parties.	
6	Agree the mediator to be engaged, and make contact with the mediator.	
7	Provide the mediator with a copy of the transparency order if there is one.	
8	Provide contact details for the mediator and confirm agreement for these to be passed onto the evaluation team under the scheme.	
9	Consent to the mediator passing on your contact details to the evaluation team.	
10	Formulate ideas and contributions to the question of how P is to participate in the mediation. Share these with the Mediator and the other parties.	

Pre-mediation stage

Number	Task	Complete?
11	Complete the pre-mediation questionnaire (which will be provided to you by the mediator) and provide the relevant documents to the mediator.	

12	Engage in pre-mediation discussions with the mediator.	
13	Identify any third parties who should be invited to the mediation.	
14	Identify those individuals who are able and willing to support you during the mediation.	
15	Sign the Agreement to Mediate.	
16	Consent to participate in the evaluation	

The Mediation

Number	Task	Complete?
17	Attend the mediation with authority to settle the dispute.	
18	Ensure you and anyone who accompanies you to the mediation signs the Declaration of Confidentiality.	
19	If agreement is reached, agree in writing what information can be shared with the Court.	

Post Mediation

Number	Task	Complete?
20	If agreement is reached, an application to the Court of Protection will need to be made to obtain a Court order to either withdraw proceedings or for orders from the Court. Parties are referred to the Scheme Guide for further details.	
21	Complete the survey provided to you by the evaluation team	