

# NOTICE OF MEDIATION SESSION

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA  
(SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between: \_\_\_\_\_ Claimant(s)

and: \_\_\_\_\_ Defendant(s)

and: \_\_\_\_\_ Third Party

A mediation session will be held on:

\_\_\_\_\_ at \_\_\_\_\_  
date time

at \_\_\_\_\_  
address

**The mediation session is scheduled for 2 hours.**

## Who must attend?

All parties served with a Notice of Mediation Session must attend the mediation session. Individuals are not permitted to send a representative in their place. Parties who are not individuals are required to send a representative who is familiar with all facts relevant to the dispute and who has the authority to settle the claim. Each party or representative may be accompanied by a lawyer or an articled student. Witnesses are not required at the mediation session. Parties should bring an interpreter if required.

## What should the parties bring?

Each party or representative must bring to the mediation session all relevant documents – including any written contracts, invoices, reports, estimates or photographs.

## What is the purpose of the mediation session?

The main purpose of the mediation is to provide the parties with an early opportunity to resolve their dispute with the assistance of a neutral and unbiased mediator.

## Is it possible to change the date of the mediation session?

The date of the mediation session may be changed in certain limited circumstances: see Rule 7.2 (11) and (12) and Rule 7.4 (18) to (20).

## What happens if someone does not attend?

If a claimant does not attend the mediation session, the registrar may, on the request of another party, dismiss the claim. If a defendant does not attend, a default order may be made against that defendant.

Notice mailed on: \_\_\_\_\_  
date

\_\_\_\_\_ by the court