

Mediation Preparation Checklist

Date: [Insert Date]

To: [Mediator's Name]

From: [Your Name]

Checklist Items:

- Define the issues in dispute.
- Gather relevant documents and evidence.
- Identify key witnesses (if applicable).
- Outline your objectives for mediation.
- Prepare your opening statement.
- Anticipate the other party's points and prepare responses.
- Consider potential compromises or solutions.
- Determine the desired outcomes for all parties.
- Review confidentiality and non-disclosure agreements.
- Plan for follow-up actions post-mediation.

Additional Notes:

[Insert any additional notes or comments]

Thank you for your cooperation and guidance in this process.

Sincerely,

[Your Name]

[Your Contact Information]