
REQUEST FOR MEDIATION

I. GENERAL PROVISIONS

1. This Request for Mediation is submitted by the [Applicant(s) name] (“Applicant(s)”) to initiate and conduct mediation between the Applicant(s) / Applicant(s) and [Respondent (s)] (“Parties to Mediation) at the Arbitration and Mediation Center of Armenia (“the AMCA”).
2. Pursuant to Article 5 (1) of the AMCA Mediation Rules, this request includes:
 - 1) information about the parties to the dispute: full names, addresses, telephone numbers, e-mail addresses and any other contact information of the parties, as well as information about any person(s) representing the parties, (II),
 - 2) description of the dispute, (if possible, also the estimation of the monetary value of the subject of the dispute) (III),
 - 3) information about resorting to settlement procedure(s) other than mediation for the resolution of the dispute or possible agreement on resorting to them, (IV),
 - 4) a copy of the contract or written agreement, which stipulates the consent of the parties on referring their dispute to the AMCA. (V),
 - 5) evidence on sending the offer to mediate to all the other parties, except for the cases where the request is submitted jointly by all parties. (VI):
3. Additionally, Pursuant to Article 5 (2) of the AMCA Mediation Rules, this request also includes (VII):
 - 1) any agreement on the timelines for conducting the mediation, or in the absence thereof, a proposal on it,
 - 2) any agreement on the language(s) of the mediation, or, in the absence thereof, a proposal for such language(s);
 - 3) agreement on the place and format of the meetings, or in the absence thereof, a proposal on them,
 - 4) nomination of a mediator jointly chosen by all parties or a proposal on the requirements for the mediator to be appointed by the AMCA.

II. PARTIES TO MEDIATION

1. Party 1

Name

Surname (only for natural persons)

Date of Birth (only for natural persons)

Residence address (in case of legal entity, mention the business address)

Address for notification

Telephone Number

Email address

Other means of communication

Representative of Party 1 (if applicable)

Name

Surname

Date of Birth

Advocate's License Number (if available)

Business Address

Address for notification

Telephone Number

Email address

Other means of communication

(In the case of several representatives, fill in for all)

2. Party 2

Name

Surname (only for natural persons)

Date of Birth (only for natural persons)

Residence address (in case of legal entity, mention the business address)

Address for notification

Telephone Number

Email address

Other means of communication

Address: 51 Arshakunyats Avenue, Yerevan, 0026, Armenia

Phone: +374 (0)11 201 410

E-mail: info@amca.am Web-site: www.amca.am

Representative of Party 2 (if applicable)

Name

Surname

Date of Birth

Advocate's License Number (if available)

Business Address

Address for notification

Telephone Number

Email address

Other means of communication

(In the case of several representatives, fill in for all)

(In the case of several parties to mediation, fill in for all)

III. DESCRIPTION OF THE DISPUTE

1. (Description of the dispute between the parties to mediation` background, facts and other relevant information)
2. (If applicable and if possible, also the estimation of the monetary value of the subject of the dispute)

IV. OTHER PROCEDURES

1. (Information about resorting or possible agreement, intention to resort to settlement procedure(s) other than mediation for the resolution of the dispute, such as court, arbitration, negotiations, etc.,).

V. MEDIATION AGREEMENT

1. (Information about the contract or agreement, which stipulates the consent of the parties on resolving their dispute through mediation at the AMCA).

(If available, attach the referenced contract/agreement)

VI. OFFER TO MEDIATE (not applicable where the application is submitted jointly by all parties to the mediation)

Address: 51 Arshakunyats Avenue, Yerevan, 0026, Armenia

Phone: +374 (0)11 201 410

E-mail: info@amca.am Web-site: www.amca.am

1. (Evidence on sending the offer to mediate to all the other parties)

(If available, attach the relevant evidence)

VII.ADDITIONAL INFORMATION (filled in only in case of availability of relevant additional information)

1. The parties to mediation prescribed a [specify the reasonable time period] for the conduct of mediation (in the absence of agreement indicate the preferred time period).
2. The parties to mediation wish to conduct the entire mediation in [Armenian].
3. The preferred place of mediation for the parties is [the location of activity of the AMCA].
4. The parties to mediation prefer to conduct mediation in the format of [joint meetings] [separate meetings] [specify other requirements for the format].
5. The mediation parties jointly propose [indicate the details of the mediator] as a mediator in their case. [Although the parties to the mediation do not have a joint candidate for a mediator, they want the mediator in their case to have the following qualities (specify the requirements for the mediator)].

[OPTIONAL] DOCUMENTS SUBMITTED WITH REQUEST FOR MEDIATION

	Name of the Document	Pages
1.		
2.		
3.		
...		

Respectfully submitted,

[Name, surname of the Applicant (s)]

Signature

(Date and place of Request for Mediation)