



REQUEST FOR ADR / MEDIATION

Application for Dispute Resolution and Commencement of Mediation Proceedings

CASE REFERENCE

For office use

ACI-IAMC//20 _____

DATE OF RECEIPT

DD / MM / YYYY

To be completed by the Centre

Please complete all applicable fields. Write "Not Applicable" where appropriate. Attach additional sheets wherever necessary.

Part I — Type of request

1. ADR process requested

- ☐ Mediation
☐ Conciliation, where applicable
☐ Facilitated negotiation
☐ Arbitration — separate arbitration procedure and applicable rules may apply
☐ Other ADR process

2. Application submitted by

- ☐ One party requesting the Centre to invite the other party
☐ Both parties jointly
☐ Court / tribunal referral
☐ Authorised representative

3. Dispute category

- ☐ Commercial / Contractual
☐ Property / Land / Tenancy
☐ Family / Matrimonial
☐ Employment / Service
☐ Consumer / Service Dispute
☐ Partnership / Business
☐ Other

4. Urgency

- ☐ Ordinary
☐ Urgent — reasons and any relevant deadline to be specified in the detailed application

5. Preferred mode of proceedings

- ☐ Online
☐ In person
☐ Hybrid

Part II — Applicant / requesting party

A. Applicant information

Full name / legal entity name *

Constitution / status

- ☐ Individual ☐ Company / LLP ☐ Partnership firm
☐ Trust / Society ☐ Other

Registered / residential address *

Mobile number *

Email address *

Advocate / authorised representative

Authority to represent the applicant

Attach a vakalatnama, authority letter, board resolution, power of attorney or other appropriate authorisation, as applicable.

Part III — Respondent / opposite party

Full name / legal entity name *

Address for communication

Phone number

Email address

Relationship between the parties

Respondent's advocate / representative, if known

Part II — Particulars of the dispute

1. Brief facts and background *

2. Issues requiring resolution

3. Relief / outcome sought *

4. Monetary value involved, if any

5. Important dates / deadlines

6. Previous attempts at settlement

- ☐ Yes ☐ No

Part V — Legal and procedural background

1. Is there an ADR clause in an agreement?

- ☐ Yes — attach the relevant clause
☐ No
☐ Not sure

2. Is the other party willing to participate?

- ☐ Yes, participation has been agreed
☐ Not known / invitation requested
☐ The other party has declined

3. Are related proceedings pending?

- ☐ No
☐ Court / tribunal proceedings
☐ Arbitration proceedings
☐ Other proceedings

Forum, case number, next date and present stage

Disclosure of pending proceedings does not itself establish that the dispute is suitable for mediation. The Centre should assess eligibility and any statutory restrictions before accepting the matter.

Part VI — Mediation preferences

Preferred language

- ☐ English
☐ Bengali
☐ Hindi
☐ Other

Preferred mediator, if any

Availability / scheduling preferences

Accessibility or other arrangements

Potential conflict of interest

Part VII — Documents checklist

Tick the documents enclosed with this application.

- ☐ Dispute summary
☐ Contract / agreement and ADR clause
☐ Legal notice and reply
☐ Relevant correspondence
☐ Invoices / account statements

- ☐ Court / tribunal referral order
☐ Key supporting documents
☐ Authority letter / board resolution / power of attorney
☐ Proof of applicable filing fee
☐ Other supporting material

Additional documents / remarks

Part VII — Mediation and request for commencement

I / We hereby request the Advocate Council of India – International Arbitration & Mediation Centre (ACI-IAMC) to consider this application and, subject to its applicable rules, jurisdiction, the suitability of the dispute and any required consent, take appropriate steps to initiate the requested ADR process.

I / We declare that:

- The information provided is true and complete to the best of my / our knowledge.
- I / We have disclosed known related proceedings and relevant ADR clauses.
- I / We understand that filing this request does not guarantee the other party's participation or a settlement.
- I / We understand that mediation is facilitated by a neutral and is not a substitute for independent legal advice.
- I / We understand that applicable fees, confidentiality, limitation, settlement formalities and enforceability are governed by relevant law, agreements and the Centre's applicable rules.
- I / We understand that this application does not automatically stay court proceedings or extend a statutory limitation period.

- ☐ I confirm that I am authorised to submit this request and understand the nature of the requested ADR process.
☐ I confirm that the information supplied is accurate to the best of my knowledge and that the documents listed as enclosed are being submitted as indicated.

Applicant / authorised signatory

Place

Date

Select date...

Copy completed form details

This button copies the filled details for transfer into a document. It does not submit the application to ACI-IAMC.

Signature / digital signature
To be signed by the applicant or duly authorised signatory.

Part IX — For official use only

Application received on

Case reference number

Assigned officer:

Scrutiny status

- ☐ Complete
☐ Deficient

Fee status

- ☐ Paid
☐ Pending
☐ Waived

Administrative action

- ☐ Acknowledgment issued
☐ Deficiency notice issued
☐ Respondent invited
☐ Consent / willingness recorded

- ☐ Suitability and jurisdiction reviewed
☐ Mediator appointment initiated
☐ Matter accepted / declined with reasons

Next action / remarks:

Authorised signature:

Date: