



Agreement to Mediate

Date:

THIS IS AN AGREEMENT TO MEDIATE BETWEEN:

Party A and Party B

The signing of this document indicates the agreement of the parties listed above, with the assistance of the mediator, to make a serious attempt to resolve outstanding matters and to conduct this mediation process in good faith, in a forthright manner, and in accordance with the following terms:

- 1) The parties agree that Casey Vaasjo will serve as mediator.
- 2) The parties acknowledge that the mediator is a neutral facilitator who will assist the parties to reach their own settlement. The mediator has no duty to assert or protect legal rights of any party, to raise any issues not raised by the parties, or to decide who is to participate in the mediation. The mediator has no decision-making authority over either party. The mediation process does not guarantee a settlement will be reached.
- 3) It is understood that in order for mediation to work, open and honest communication is essential. The parties undertake to communicate with each other in a respectful and courteous manner, and provide complete and honest disclosure of all relevant information essential to the mediation process.
- 4) Participation in the mediation process is voluntary. Mediation may be terminated by the mediator or the parties at any time and parties agree to inform the mediator of their concerns prior to termination. If mediation is terminated prior to a settlement, incurred fees up to that point will be paid in full.
- 5) If parties wish to contact the mediator outside of the scheduled intake, pre-mediation, or mediation sessions, they agree to e-mail (info@caseyvaasjo.com) to schedule an in-person or phone meeting.
- 6) The parties attending a mediation will have the authority to reach a settlement in this matter or will have access to a person in authority who can ratify the proposed agreement. Parties acknowledge that proposed agreements are their responsibility, and the mediator does not have the power or authority to enforce the proposed agreements.
- 7) Parties acknowledge that mediation is not a substitute for independent legal advice, counselling, or therapy, and that the mediator does not provide the service of a lawyer or counsellor.
- 8) The parties agree that they will not require or request the mediator to testify as a witness or to produce any document in any of the preceding related to matters in dispute.

- 9) The parties and all participants in the mediation accept that all oral and or written communication made during a mediation shall be considered CONFIDENTIAL and will be inadmissible as evidence in any administrative or judicial proceeding between the parties, within the limits imposed by the law. The mediator shall not disclose any oral or written information that is exchanged during mediation process to anyone who was not a participant in the mediation process, except:
 1. With the consent of the parties,
 2. when required by law, or when ordered to do so by judicial authority,
 3. when the information suggests an actual or potential threat to human life or safety or psychological harm to others yourself

- 10) Mediation participants shall not disclose to third parties any information (including opinions, documents, offers, or admissions) exchanged during the mediation process, unless the parties agree to it or if the information is obtained independently from other sources.

- 11) The parties agreed to suspend any ongoing recourse regarding matters to be address in mediation. Further, the parties agreed to take no new steps in any judicial or administrative process between them before the mediation concludes.

- 12) Wear a settlement is reached in the dispute, there will normally be a written agreement, which will be signed by the parties. When signed this agreement will be binding.

- 13) In matters referred to mediation through formal channels, the mediator will ensure that appropriate authorities are informed, either verbally or in writing, as appropriate, as to the final disposition of the matter.

Party

Date

Party

Date

Party

Date

Mediator

Date