

Action No. \_\_\_\_\_

**IN THE COURT OF QUEEN'S BENCH OF ALBERTA**  
**JUDICIAL DISTRICT OF EDMONTON**

BETWEEN:

Plaintiff,

- and -

Defendant.

**REQUEST TO MEDIATE**

TAKE NOTICE THAT the \_\_\_\_\_ requests that this action be mediated in accordance with Civil Practice Note 11.

Dated \_\_\_\_\_ at \_\_\_\_\_, Alberta

\_\_\_\_\_  
Signature of the Party/Agent/ Solicitor  
Requesting Mediation

\_\_\_\_\_  
Print Name

TO:

AND TO: THE OFFICE OF THE MEDIATION COORDINATOR

NOTICE

Action No. \_\_\_\_\_

TO:

You have been served with a Request to Mediate. You have thirty (30) days to file and serve a Response to the Request to Mediate. Unless one or more parties object to the Request to Mediate, the mediation will proceed before a mediator agreed to by the parties from the Court of Queen's Bench, Civil Mediation Roster. The parties may also agree on an off-roster mediator but must be aware that off-roster mediators may not have the training required for the Civil Mediation Program – Court of Queen's Bench of Alberta and that off-roster mediators are not bound by the rules, standards of practice or Code of Ethics and Conduct established for the Program.

Any who objects to the mediation must apply to the Mediation Coordinator, on notice to all other parties, for an exemption from mediation. At that time, all parties will be requested to attend at the Office of the Mediation Coordinator for a SAM (Situation Assessment Meeting) by the end of which a decision will be made.

WARNING: If you do not attend the mediation and you have not asked for an exemption, or if you fail to respond to the Request to Mediate, costs may be awarded against you. Failure to cooperate in the mediation may also result in costs being awarded against you.

**ALL INQUIRIES REGARDING THE CIVIL MEDIATION PROGRAM SHOULD BE DIRECTED TO THE OFFICE OF THE MEDIATION COORDINATOR:**

**Law Courts Building  
1A Sir Winston Churchill Square  
Edmonton, Alberta T5J 0R2**

**Phone: (780) 427-2721  
[www.albertacourts.ab.ca/qb/civilmediation](http://www.albertacourts.ab.ca/qb/civilmediation)**

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