



## A Guide to Mediation

### 1. What is Mediation?

Family Mediation helps you talk to your former Partner to find solutions together and is less stressful, quicker and more cost effective than a long drawn out Court Application.

Mediation is confidential and puts you in control of the time frame, agenda, and outcome.

The Mediator helps you reach an understanding that works for you and your family.

Mediation works because we can motivate both parties to engage in the process of resolving the issues.

### 2. Mediation Information and Assessment Meeting (MIAM)

The **Mediation Information and Assessment Meeting** will be for about an hour for a reduced fixed fee of **£230** including the ID Fee of **£19.80**. Once we have received the payment on account, you will receive an email with the link to download the **Verify 365 App**. Please download the **App** and follow the instructions to photograph your passport, driving licence and proof of address requested.

Your former Partner will also be offered a **MIAM**.

The **Mediation Information and Assessment Meeting** will cover:

- Information about you and your circumstances, issues arising from your separation and the things you would like to discuss with your former Partner in Mediation. We will look at your completed **Mediation Preliminary Information Form**.
- Eligibility for Public Funding. Please note Public Funding is not available from Stone Rowe Brewer LLP although this is still available with other Mediation Agencies subject to eligibility.  
**Legal Aid Eligibility:** <https://www.gov.uk/check-legal-aid>  
**Find a Legal Aid Mediator or Lawyer:** <http://find-legal-advice.justice.gov.uk/>
- Information on Family Mediation and other alternative Dispute Resolutions so that you can make informed choices. Please see the Leaflet: **[“Getting Started, Preparation for Separation and Divorce, Process Options and Links”](#)** which is attached.
- We will assess the safety and suitability of Mediation, including domestic abuse of all kinds; physical, emotional, financial, sexual, and coercive and controlling behaviour. Drug and alcohol addiction. Child safeguarding concerns. Emotional readiness and other vulnerabilities and capacity to engage in Mediation safely.

- Willingness to Mediate. You and your former Partner must both be willing to Mediate.
- The importance of **Independent Legal Advice for all Participants**.
- The principles of Mediation are set out in the **Family Mediation Council Code of Practice**:  
<https://www.familymediationcouncil.org.uk/wp-content/uploads/2025/07/FMC-Code-of-Practice-v1.5-August-2025.pdf>
- Considering **Next Steps** and providing you with information on other **Services**.

After the **MIAMS** with you and your former Partner, if Mediation is suitable and you both wish to go ahead you can proceed with the Mediation.

If Mediation cannot take place the signed **Application** will be provided to enable the Applicant to issue Court Proceedings.

### 3. Mediation Process, Procedure, Financial Information and Costs

1. If you and your former Partner wish to go ahead with Mediation, the **Agreement to Mediate** will be emailed to each participant to read before the first Mediation Meeting.
2. **Independent legal advice for each participant should be taken before, during and after Mediation.**
3. **Payment on account will** be requested from each participant 5 days in advance of the first Mediation Meeting of **£800** in total towards the costs of the first meeting, preparation and paperwork.
4. If you need to talk about finances, whatever process you use to resolve these, there will need to be financial information provided, so that you know what you are talking about and what options are possible. In Mediation we use the **Form E** and **Schedule of Expenditure** to provide the **Financial Information** which will be emailed to you after the **MIAM** if you wish to go ahead with Mediation. If you would like to exchange the **Financial Information** by email before the **Mediation Meeting** or attend the first **Mediation Meeting** with the completed forms and documents to exchange and discuss after the **Agreement to Mediate** has been signed, we can confirm this by email. Please note that financial information provided is on an **open basis** and can be used or referred to in other process' whilst the content of the discussions in Mediation are without prejudice, privileged and confidential.
5. The first **Mediation Meeting** will proceed with a discussion of and signature of the **Agreement to Mediate**; discussion of the issues each participant wishes to discuss can be identified and an Agenda agreed. If you have completed your Financial Information for the first Mediation Meeting, we will go through these. **A Mediation Summary** can be prepared after each meeting and sent to the participants and their solicitors, if required.
6. After each Mediation Meeting a bill will be prepared for the work undertaken. The **£800** paid on account of mediation costs will be deducted, with either a credit held or a balance due. A further payment from you of **£800** in total towards the costs of the next Mediation Meeting will be requested 5 days in advance of the next Mediation Meeting.
7. Further Mediation sessions will be arranged to discuss the practical, legal, financial and emotional problems associated with Separation, Divorce and dissolution of Civil

Partnership, the children and any parenting issues or any other matters the participants wish to discuss.

8. Mediation sessions usually last for one and a half hours. The number of sessions required depends on the nature and complexity of the issues to be mediated.
9. There is no correspondence between the couple and the Mediator except for administrative matters. The Mediators role is managing the Mediation process, providing information, assisting the participants to listen, have their say, to formulate Goals and Solutions and reach an understanding.
10. When the Mediation is concluded, the Mediator will prepare a **Memorandum of Understanding** which is a confidential, Without Prejudice document upon which each participant can seek legal advice and consider making into a binding agreement or order of the Court by consent. If the Memorandum of Understanding is about financial issues the Mediator will prepare an **Open Statement of Financial Information** which is an open document.

#### 4. What Happens if the Mediation Breaks Down?

If the Mediation breaks down the Mediator can complete and sign your application to the Court to enable you to proceed at Court. Some people are uncertain whether Mediation is for them and may organise a Mediation Information and Assessment Meeting before deciding to mediate or make an application to the Court. Any Financial Information provided can be used in the new process, but discussions are confidential and cannot be used other than discussing with your solicitor.

#### 5. What can you Mediate?

The Mediation process can be used by people to discuss any issues ranging from their children and Parenting Plans and all parenting issues, finances on Separation, Divorce or dissolution of Civil Partnership, Living Together Agreements, Pre-Marital or Pre-Civil Contract Agreements, disputes between family members, including Inheritance Issues, co-workers, or neighbours. Mediation is a process that can be used by two people or groups of people with different views on an issue, to reach an understanding.

#### 6. Preparation for Mediation and the Family Consultant

To make the most progress in mediation we recommend that both participants use a Family Consultant to prepare themselves for the mediation. A Family Consultant is trained in reducing conflict, managing raw unhelpful emotions, and improving communication between the individual, their partner, mediator and lawyer. Good preparation improves the chances of the participants reaching a settlement more quickly. There are benefits for future communication and parenting. **Family Consultants** indicate the main skills to learn, and use are:

**Calm & Controlled:** Learning this skill can help you stay calm when your partner is talking, emailing or texting. It will help you stay reasonable and focused on solutions.

**Flexible thinking:** Will help resolve matters in a way that works for all the family, using and testing potential solutions.

**Effective Communication:** Demonstrating how to communicate so you don't make the other person defensive can be helpful. It will increase listening skills.

**Observe your actions, verbal and physical:** This helps you remember to use the skills during critical moments and takes you from “knowing” to “doing”.

**Family Consultants** can be found on [www.thamesidecollablaw.co.uk](http://www.thamesidecollablaw.co.uk)

## 7. The Mediator's Role

Whilst it is helpful to develop and use the mediation skills set out above, these are areas in which the Mediator will assist the participants.

It is part of the Mediator's role to manage the process and support the participants by:

- Setting an agenda, dealing with financial disclosure and managing the mediation process.
- Helping both participants listen and have their chance to speak.
- Summarising, clarifying, testing and exploring options in a flexible, problem solving way.
- Helping the participants communicate in a respectful way.
- Providing legal and practical information when needed.
- Highlighting what legal advice should be sought from respective solicitors.
- Managing Next Steps, to progress mediation.
- Providing Mediation Summaries to assist if required by the participants.

Once an outline understanding is reached between the participants the Mediator will prepare the **Memorandum of Understanding** and the **Open Statement of Financial Information**.

**Please be aware that the **Memorandum of Understanding** is not a binding agreement. It is a confidential, without prejudice document and cannot be shown to the court if the situation becomes difficult in the future.**

The participants need to take legal advice and make the **Memorandum of Understanding** into a legally binding agreement with the help of solicitors or the courts with either a **Financial Consent Order** or **Child Arrangements Order**. Or if the participants prefer an agreement they can refer to and clarify their agreement a **Separation Agreement** or **Parenting Plan**.

## 8. Cost of Mediation at SRB

**Hourly Rate for Meetings or Preparation:** £350 per hour plus VAT (£175 per hour plus VAT per person).

**Mediation Meeting**, if it is a 1½ hour meeting: £525 plus VAT (£262.50 plus VAT per person).

**Most people need 3 to 6 Mediation Meetings** but possibly more if discussing all arrangements for children and finances or a complicated situation or difficulties in finding a possible solution.

The **Memorandum of Understanding** and **Open Statement of Financial Information** are likely to take 3 to 7 hours to prepare, dependant on the complexity, for Finances. Costs Estimate £1,050 plus VAT to £2,450 plus VAT (£525 to £1,225 plus VAT per person)

A **Memorandum of Understanding** for Children issues is likely to take 2 to 4 hours to prepare, dependant on complexity. Costs Estimate £700 plus VAT to £1,400 plus VAT (£350 to £700 plus VAT per person)

## 9. Mediation Voucher Scheme

We are participating in the Ministry of Justice Children Mediation Voucher Scheme of £500 per family. The Mediation Voucher will not cover the cost of a Mediation Information and Assessment Meetings (MIAM) or paperwork. The financial contribution can only contribute towards the cost of Mediation itself if you have children under 18. We will apply for the Voucher to the Family Mediation Council if you wish us to do so.

## 10. Legal Advice and Solicitors Costs

In addition to the cost of Mediation at SRB there will be the cost of independent legal advice for each participant throughout the process and to implement any Memorandum of Understanding that the participants wish to conclude with an Agreement or Consent Order at Court.

## 11. Starting Mediation with Stone Rowe Brewer LLP

Please contact a member of the Family Team to get started with your Mediation:

Lisa Broddle, Partner, Head of Family Team, Solicitor and Collaborative Lawyer. Accredited Family Mediator: [l.broddle@srb.co.uk](mailto:l.broddle@srb.co.uk)

Annie Tanielian, Solicitor, Family Team: [a.tanielian@srb.co.uk](mailto:a.tanielian@srb.co.uk)

Faiza Batth, Legal Secretary and Family Paralegal Accredited by CILEX: [f.batth@srb.co.uk](mailto:f.batth@srb.co.uk)

Family Team: [familyteam@srb.co.uk](mailto:familyteam@srb.co.uk)

## 12. Stone Rowe Brewer LLP as Your Family Lawyer: Mediation with another Mediator

If you have instructed Stone Rowe Brewer as your Family Lawyer, you will need to engage a Mediator from a separate organisation.

**Find a Mediator:** <http://www.familymediationcouncil.org.uk/find-local-mediator/>

**Lisa Broddle,** [l.broddle@srb.co.uk](mailto:l.broddle@srb.co.uk)  
Solicitor, Family and Collaborative Lawyer, Accredited Family Mediator

**Stone Rowe Brewer LLP**  
Stone House, 12-13 Church Street, Twickenham, Middlesex TW1 3NJ  
Tel: 020 8891 6141 Fax 020 8744 1143 DX 200006 Twickenham [www.srb.co.uk](http://www.srb.co.uk)

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