**REGISTRATION FORM FOR ELEMENTAL MEDIATION/NEUTRAL EVALUATION**

The following steps should be followed:

* Claimant to complete form and send to Defendant for completion
* Defendant completes form and sends back to Complete Mediation ensuring the Claimant is copied in so they can see the Defendants comments.
* A mediator is appointed and the Elemental timeline comes into play.

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|  | **Parties** |
| Claimant: |       |
| Defendant: |       |
| Other: |       |
|  | **Nature of Dispute** |
|       |
|  | **Date of Accident/Dispute Arising** |
|       |
|  | **Is liability admitted?** | Yes No  |
|  | **What damages is Claimant seeking to recover?** |
| Personal injury – please describe nature of injury, treatment, recovery period and, if appropriate, residual symptoms. |       |
| Loss and damage – please describe nature of loss and quantify. |       |
|  | **Defendant's non-confidential comments** |
|       |