*(Court file no.)*

Form 24.1B

Courts of Justice Act

(General heading)

NOTICE BY ASSIGNED MEDIATOR

**TO:  
AND** **TO:**

The notice of name of mediator and date of session (Form 24.1A) required by rule 24.1.09 of the Rules of Civil Procedure has not been filed in this action. Accordingly, the mediation co-ordinator has assigned me to conduct the mediation session under Rule 24.1. I am a mediator named in the list of mediators for *(name county)*.

The mediation session will take place (*choose one of the following*)

In person

By telephone conference

By video conference

at the following location

*(Office address for in person mediation session or telephone conference or video conference details, such as a dial-in number, access code, video link, etc., if applicable)*

on *(date)*, from *(time)* to *(time)*.

Unless the court orders otherwise, you are required to attend this mediation session. If you have a lawyer representing you in this action, he or she is also required to attend.

If you object to the method of attendance, you must notify the mediator (see contact information at the end of this form), the other parties required to attend the mediation, and insurers if applicable, or their lawyers. If all of you cannot come to an agreement on the method of attendance, one of the parties or insurers must request a case conference for the court to make an order under Rule 1.08(8).

You are required to file a statement of issues (Form 24.1C) by *(date)* (seven days before the mediation session). A blank copy of the form is attached.

When you attend the mediation session, you should produce any documents that you consider of central importance in the action. You should plan to remain throughout the scheduled time. If you need another person’s approval before agreeing to a settlement, you should make arrangements before the mediation session to ensure that you have ready telephone access to that person throughout the session, even outside regular business hours.

YOU MAY BE PENALIZED UNDER RULE 24.1.13 IF YOU FAIL TO FILE A STATEMENT OF ISSUES OR FAIL TO ATTEND THE MEDIATION SESSION.

*(Date) (Name, address, telephone number and e-mail address (if any) of mediator)*

cc. Mediation co-ordinator

RCP-E 24.1B (May 3, 2021)