

CONFLICT DYNAMICS

HIGH COURT RULE 41A

AND GAUTENG HIGH COURT

DIRECTIVE AND PROTOCOL –

information about process flow and documents required by parties, their representatives and mediators



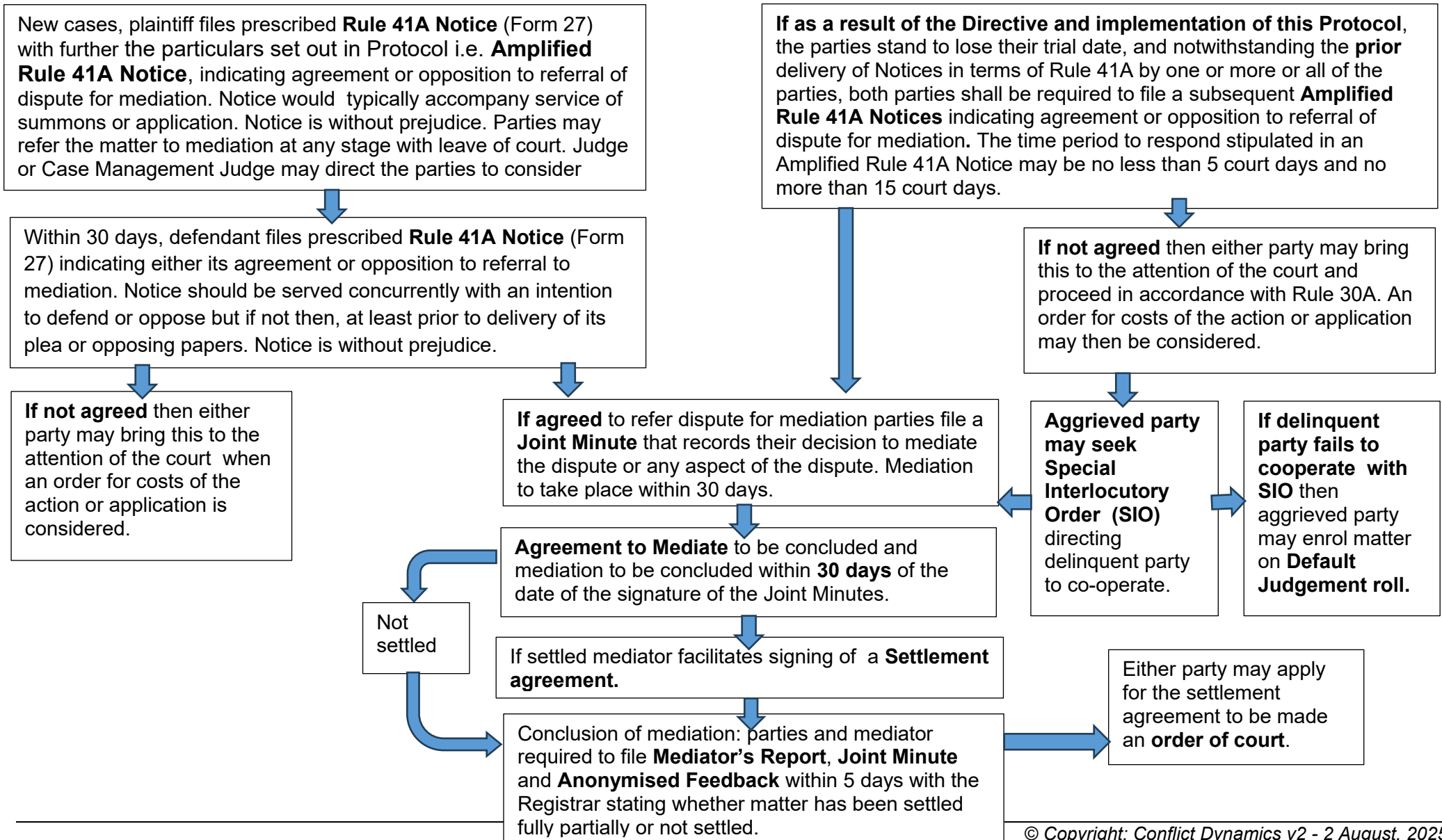
**CONFLICT
DYNAMICS**

TRAINING
& DISPUTE
RESOLUTION
SERVICES

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SIMPLIFIED ROUTE TO MEDIATION IN TERMS OF HIGH COURT UNIFORM RULE 41A AND GAUTENG HIGH COURT MEDIATION DIRECTIVE AND PROTOCOL



FOR THE PARTIES AND THEIR REPRESENTATIVES

**INITIAL RULE 41A NOTICE - NOTICE OF AGREEMENT OR OPPOSITION TO
MEDIATION**

NOTICE IN TERMS OF MEDIATION RULE 41A SUB-RULE 2 OF THE HIGH COURT

FORM 27

THE HIGH COURT OF SOUTH AFRICA

(.....)

CASE NO: _____

In the matter between:

.....

Plaintiff/Applicant

and

.....

Defendant/ Respondent

NOTICE OF AGREEMENT OR OPPOSITION TO MEDIATION

TAKE NOTICE THAT the Plaintiff/Applicant/Defendant/Respondent agrees / does not agree to the referral of this matter to mediation.

The Plaintiff/Applicant/Defendant/Respondent does so for the following reasons:

.....
.....
.....
.....

TAKE FURTHER NOTICE THAT in the event that their mutual agreement to refer the matter to mediation the Plaintiff/Applicant/Defendant/Respondent proposes Conflict Dynamics to facilitate the mediation.

DATED at on theday of.....

Plaintiff/Applicant/Defendant/Respondent Attorney

Address

TO: THE REGISTRAR OF THE ABOVE COURT

AND TO: Defendant/Respondent/Attorney

AMPLIFIED RULE 41A NOTICE - NOTICE OF AGREEMENT OR OPPOSITION TO MEDIATION

This Amplified Rule 41A Notice is for guidance only. It is based on Form 27 and Section 4.6 of the Protocol. It should be adapted to the particular circumstances and legal requirements of the dispute to which it relates. Wherever possible this form should be drafted/approved by each party's lawyer.

AMPLIFIED NOTICE IN TERMS OF MEDIATION RULE 41A SUB-RULE 2 OF THE HIGH COURT

THE HIGH COURT OF SOUTH AFRICA
(.....)

CASE NO: _____

In the matter between:

.....

Plaintiff/Applicant

and

.....

Defendant/ Respondent

AMPLIFIED NOTICE OF AGREEMENT OR OPPOSITION TO MEDIATION

TAKE NOTICE THAT the Plaintiff/Applicant/Defendant/Respondent agrees / does not agree to the referral of this matter to mediation.

The Plaintiff/Applicant/Defendant/Respondent does so for the following reasons:

.....
.....
.....
.....
.....

TAKE FURTHER NOTICE THAT in the event that their mutual agreement to refer the matter to mediation the Plaintiff/Applicant/Defendant/Respondent:

1. Propose preferred administrative processes: (PARTIES TICK RELEVANT OPTION)
 - 1.1. A Recognised Mediation Organisation (RMO) or
 - 1.2. The TGS platform

2. Propose preferred mediators:

NAME	RELEVANT DETAILS

3. Provide the facts of the matter deemed as:

3.1. Common cause

3.2. In dispute

4. Identify disputed fact and which might be reasonably be resolved by admissions

DISPUTED FACTS	THOSE REASONABLY RESOLVED BY ADMISSIONS

5. If expert evidence in the matter is reasonably anticipated:

5.1. Expert nature already available, if any.

5.2. The party's position regarding the appointment of a single expert on a given issue, as well as its preferred expert to be appointed, if any.

6. The procedural aspects and timelines applicable to the further conduct of the matter that can potentially be addressed and agreed upon.

7. The time period within which the adversary party should respond to the Amplified Rule 41A Notice, if not within the default period provided for in the Mediation Directive (no less than 5 (five) court days and no more than 15 (fifteen) court days)

8. Any other issue of material relevance to a mediation engagement.

DATED at on theday of.....

Plaintiff/Applicant/Defendant/Respondent Attorney

Address

TO: THE REGISTRAR OF THE ABOVE COURT

AND TO: Defendant/Respondent/Attorney

FIRST JOINT MINUTE

This Joint Minute is for guidance only. It should be adapted to the particular circumstances and legal requirements of the dispute to which it relates. Wherever possible any such Joint Minute should be drafted/approved by each party's lawyer. Although the mediator may be involved in helping the parties to draft acceptable terms, the mediator is not responsible for the drafting of the Joint Minute and should never be a party to joint minute.

JOINT MINUTE IN TERMS OF RULE 41A SUB-RULE 4(a)

COURT:FILE NO:

PARTIES:

.....Claimant

And

.....Respondent

- The Claimant and Respondent in this matter confirm that they have agreed to mediate their dispute.
- They will enter into an Agreement to Mediate in terms of sub-rule (4)(b).
- The time limits prescribed by the Rules for the delivery of pleadings and notices and the filing of affidavits or the taking of any step shall be suspended for every party to the dispute from the date of signature of this minute to the time of conclusion of mediation.
- Should any party to the to the proceedings opine that the suspension of the prescribed time limits is being abused, he/she/ it may apply to the court for the upliftment of the suspension of the prescribed time limits.
- The process of mediation shall be concluded within 30 days from the date of signature of this minute provided that a Judge or the court may on good cause shown by the parties extend such time period for completion of the mediation session.

SIGNED AT ON

WITNESS:

1.....

CLAIMANT

2.....PERSONAL CAPACITY/

DULY AUTHORISED

(Attach copy of authority/resolution)

WITNESS:

1.....

RESPONDENT

2.....PERSONAL CAPACITY/

DULY AUTHORISED

(Attach copy of authority/resolution)

FOR PARTIES, REPRESENTATIVES AND MEDIATOR

AGREEMENT TO MEDIATE

This Agreement to Mediate is for guidance only. It should be adapted to the particular circumstances and legal requirements of the dispute to which it relates. Wherever possible any such Agreement should be drafted/approved by each party's lawyer. Although the mediator may be involved in helping the parties to draft acceptable terms, the mediator is not responsible for the drafting of the Agreement.

AGREEMENT TO MEDIATE

BETWEEN

[PARTY A]

AND

[PARTY B]

THIS AGREEMENT is made on

BETWEEN

1 _____ "the Mediator", (a term which incorporates a Co-Mediator or Observer Mediator in attendance at the Mediation with the Parties' permission),

The Parties are:

2 _____ ("Party A")

3 _____ ("Party B")

(and together referred to as "the Parties")

THE PARTIES AGREE TO A MEDIATION of the Issues arising between Party A and Party B relating to (the Issues) on the terms set out in this Agreement to Mediate;

AND THAT:

Mediator

1) _____ will be the Mediator.

Role of the Mediator

- 2) The Mediator will:
 - a) attend any meetings or discuss the Mediation on the telephone or any other agreed mode of communication with any or all of the Parties preceding the Mediation if requested to do so or if the Mediator decides that this is appropriate;
 - b) read before the Mediation all the documents sent to him/her;
 - c) chair and determine the procedure for the Mediation, in consultation with the Parties;
 - d) assist the Parties to settle the Issues which have arisen between them, while reserving their rights to revert to any dispute resolution option if they do not reach settlement terms in the Mediation.
- 3) The Parties understand that the Mediator is neutral, impartial and independent and does not give legal advice. They agree that they will not make any claim of any nature against the Mediator in connection with this Mediation unless the Mediator has acted dishonestly or in bad faith.
- 4) The Mediator confirms that they have no interest in the disputed Issues or their outcome and has had no undisclosed prior dealing with the Parties in relation to the disputed Issues.

Before the Mediation

- 5) The Mediator will contact the Parties to discuss their preparation for the Mediation.
- 6) Each of the Parties will prepare and send to the Mediator and all other Parties such brief summary setting out its main concerns and Issues as the Mediator deems appropriate.
- 7) The Parties agree to exchange with each other, under the Mediator's supervision, documents relevant to the disputed Issues, and also provide these documents to the Mediator.

Conduct of the Mediation

- 8) The Mediator shall decide, when possible, in consultation with the Parties, how the Mediation is to be conducted.
- 9) The Parties agree to comply with all requests of the Mediator in relation to the good conduct of the Mediation.
- 10) The Parties agree to use reasonable endeavours to settle the Issues between them and act in good faith before and during the Mediation.
- 11) The Mediation will take place on a date and time to be determined by the mediator in consultation with the parties. The mediator will, in consultation with the parties, determine the manner and place in which the mediation will be conducted (in person at a specified address, or remotely online).

- 12) No transcript or recording shall be made of the Mediation, or any part of it, except with the written consent of all participants, including the Mediator. This shall not prevent the Parties or the Mediator from taking a note. Such notes shall remain confidential and will be destroyed shortly after the conclusion of the Mediation.
- 13) Any settlement reached in the Mediation shall not be legally binding unless it has been reduced to writing and has been signed by or on behalf of the Parties.

Authority

- 14) Each of the Parties will attend the Mediation with a person who has authority to bind that Party to any agreement reached as a result of the Mediation.
- 15) Each Party will inform the other Party and the Mediator prior to the Mediation of the names of the persons attending on behalf of that Party.
- 16) The Parties must consent to the presence of persons other than the Parties and their advisers in the Mediation.

Confidentiality

- 17) During and before the Mediation, the Mediator may speak to the Parties separately in order to improve the Mediator's understanding of each Party's views and to prepare for the Mediation. Information given to the Mediator during such separate talks will be confidential unless the Party who provided that information allows the Mediator to disclose the information.
- 18) Any information, whether or not in writing, arising out of the Mediation shall be confidential and shall not be used for any collateral or ulterior purpose. This includes the terms of any settlement but does not include the fact that the Mediation is to take place or has taken place. Only the terms of settlement may be referred to in the event that a Party brings proceedings in relation to those terms.
- 19) The Mediator will maintain the confidentiality of all written and verbal communications in the Mediation unless required to disclose by a court of competent jurisdiction, including High Court Rule 41A and the Mediation Protocol for the Gauteng Division. This relates in particular the mediator's obligation to draft the Joint Minute in accordance with Rule 41A(8)(b) & (c) with the parties and to draft the Mediator's Report.
- 20) Each Party or representative who signs this Agreement to Mediate warrants that the persons attending with them and/or on its behalf at the Mediation will be bound by and will observe the agreement set out in clause 18 above.
- 21) All information, whether or not in writing, arising out of or in connection with the Mediation shall be without prejudice and privileged and not admissible as evidence or disclosable in any current or future litigation or other proceedings whatsoever. This does not apply to any information which would apart from this clause be admissible or

disclosable in such proceedings. Otherwise, inadmissible evidence can only be used with the written consent of both Parties.

- 22) None of the Parties shall call the Mediator as a witness, consultant, arbitrator or expert in any litigation or other proceedings whatsoever arising from or in connection with the dispute or any other matters in issue at the Mediation. In the event that a subpoena, witness summons or other request is made to require the Mediator or Assistant Mediator to testify or produce records, notes or any other information or material whatsoever in any future or continuing proceedings the Party making that request, whether or not that request is successful, hereby agrees to pay the Mediator for any time incurred in responding to such request at the daily rate plus VAT (or proportion thereof) or such other hourly rate as the Mediator may then usually charge together with any disbursements and travel expenses (including advocate's fees) that the Mediator may incur in seeking to resist being called as a witness.
- 23) In the event of the Mediation proceeding remotely online then:
- a) The Mediator and participants will not create any electronic video or audio recording of the Mediation except with the written consent of both Parties.
 - b) The Mediator and participants will not make or allow any live or deferred video or audio relay of the Mediation to others except with the written consent of both Parties;
 - c) Only the participants to the Mediation, the Mediator and anybody agreed in advance (e.g. participants' lawyers) will be present in the room used by each participant during any mediation session and all Parties present at each station shall be within camera view throughout the Mediation.

Costs

- 24) The Parties have agreed that they will each pay the following share of the mediator's fees:
- a) Party A: _____%
 - b) Party B: _____%

These fees will be payable immediately on signing of this agreement, and in any event before the commencement of the mediation process. The parties will bear their own legal costs unless otherwise agreed at the Mediation. Whether or not a settlement is reached at the Mediation, each Party's legal costs of attendance will be treated as costs in the cause by the court.

Ending the Mediation

- 25) The Mediator or either of the Parties, after canvassing their intentions with the Mediator, may end the Mediation at any time without giving a reason.

Legal status and effect of the Mediation

- 26) This Agreement is governed by the law of the Republic of South Africa and the courts of the Republic of South Africa shall have exclusive jurisdiction to decide any matters arising out of or in connection with this Agreement and the Mediation.

We agree to the above terms and conditions

- (a) Party A
Address
.....
.....
Signed
Dated.....
- (b) Party B
Address
.....
.....
Signed
Dated.....
- (c) Mediator
Signed
Dated.....

SETTLEMENT AGREEMENT

In the event of a settlement the lawyers could use Form 14, J 628 (Rule 82) to record their settlement and submit it to the Court so that it is made an order of court. This ensures the enforceability of the agreement and confirms that the legal proceedings are settled fully and finally (if that is the case).

Wherever possible any such agreement should be drafted/approved by each party's lawyer. Although the mediator may be involved in helping the parties to draft acceptable terms, the mediator is not responsible for the drafting of the agreement and should never be a party to the agreement.

FORM 14

(Rule 82)

SETTLEMENT AGREEMENT

COURT:FILE NO:

PARTIES:

.....Claimant

And

.....Respondent

Whereas the parties referred their dispute to mediation;

And whereas the parties have settled the dispute between them with the assistance of the mediator; And whereas the parties hereby record the terms and conditions of the settlement; Now therefore it is agreed as follows:

1. TERMS OF SETTLEMENT

.....
.....
.....
.....

.....
.....
.....
.....

2. AUTHORITY TO ENTER INTO SETTLEMENT

Each person signing this agreement in a representative capacity warrants that he or she has full authority to bind his or her principal to this agreement.

3. CONSENT TO JUDGMENT

The Claimant/Respondent agrees that in the event of failure to comply with any term of this agreement, the Claimant/Respondent shall be entitled to lodge with the clerk/registrar of the court the written Consent to Judgment signed by the Claimant/Respondent and obtain judgment in accordance with the provisions of section 58 of the Magistrates' Courts Act 32/1944.

4. NON-PAYMENT

Should any amount payable in terms of this agreement not be paid on the due date the full amount outstanding shall immediately become due, owing and payable.

5. CONFIDENTIALITY

1. It is understood between the parties and the mediator that the mediation will be strictly confidential and without prejudice.
2. Mediation discussions, written and oral communications, any draft resolutions, and any unsigned mediated agreements shall not be admissible in any court proceeding, unless such information is discoverable in terms of the normal rules of court. Only a mediated agreement, signed by the parties may be so admissible.
4. The parties further agree not to call the mediator to testify in court nor in any other forum, about the mediation or in relation to anything which transpired therein nor to provide any materials from the mediation.
5. The parties understand the mediator has an ethical responsibility to break confidentiality if s/he suspects another person may be in danger of harm.

6. ORDER OF COURT

The parties agree that this settlement agreement is/is not forthwith to be made an order of court.

5. BREACH

In the event that this agreement has not been made an order of court and any party breaching the agreement, the aggrieved party will be entitled to make application to court to make this agreement an order of court and to enforce the terms of hereof.

6. NON-VARIATION AND WAIVER

The parties agree that any amendment, waiver or variation of any term of this agreement must be in writing and signed by all parties.

SIGNED AT ON

WITNESS:

1.....

CLAIMANT

2.....PERSONAL CAPACITY/ DULY

AUTHORISED

(Attach copy of authority/resolution)

WITNESS:

1.....

RESPONDENT

2.....PERSONAL CAPACITY/

DULY AUTHORISED

(Attach copy of authority/resolution)

ALTERNATIVE SETTLEMENT AGREEMENT

This specimen Settlement Agreement is for guidance only. Any agreement based on it will need to be adapted to the particular circumstances and legal requirements of the settlement to which it relates. Wherever possible any such agreement should be drafted/approved by each party's lawyer. Although the mediator may be involved in helping the parties to draft acceptable terms, the mediator is not responsible for the drafting of the agreement and should never be a party to the agreement.

SETTLEMENT AGREEMENT IN TERMS OF MEDIATION RULE 41A SUB-RULE (8)(e) OF THE HIGH COURT

Date

Parties

..... (Party A)

Address.....

.....(Party B)

Address.....

.....(Party C, etc)
(jointly '**the Parties**')

Background

- The Parties have been in a dispute in relation to [set out brief details] ('the Dispute') [as per court reference] ('the Matter')]
- The Dispute has been the subject of a mediation ('the Mediation') conducted under an agreement ('the Agreement to Mediate') between the Parties and [.....] ('the Mediator');
- The Parties have agreed to settle the Dispute on the terms set out below ('the Settlement Agreement').

Terms of the Settlement Agreement

It is agreed as follows:

1. [A will to/for B at by not later than [time] on [date]]
2. [B will pay R to A by not later than [time] on [date] by electronic bank transfer to
[bank]..... [branch code]..... [account number]]
3. [Any other terms]
4.
 - a. The Matter will be stayed, and the parties will consent to it being made an order of Court.
 - b. **OR** [A/B] will discontinue the Matter on [B/A]'s undertaking not to claim [B/A]'s costs of the Matter against [A/B].
 - c. **OR** Judgment will be entered for [A/B] on their [counter] claim with an order that [B/A] pay [A/B]'s costs on the standard/indemnity basis subject to detailed assessment if not agreed.
 - d. **OR** The Matter will be dismissed with no order as to costs.
5. This Agreement is in full and final settlement of any causes of action whatsoever which the Parties [and any subsidiaries of the Parties] have against each other [*it is important that such a clause is only included after a careful check has been made as to whether there are any other possible outstanding causes of action between the Parties which can safely be compromised (or ought not to be compromised) in this way*].
6. This agreement supersedes all previous agreements between the parties [in respect of all matters relevant to the Dispute] except for those terms of the Agreement to Mediate of continuing effect including the confidentiality of the mediation process, the Parties' undertaking not to call the mediator to give evidence and the liability of the Mediator.
7. If any dispute arises out of this Agreement, the Parties will attempt to settle it by mediation before resorting to any other means of dispute resolution. To initiate any such mediation a Party must give notice in writing to the Mediator. Insofar as possible the terms of the Agreement to Mediate will apply to any such further mediation. If no legally binding settlement of such a dispute is reached within [28] days from the date of the notice to the Mediator, either party may [institute court proceedings/refer the dispute to arbitration under the rules of the Arbitration Act 1965 (Act No. 42 of 1965)].
8. The Parties will keep confidential and not use for any collateral or ulterior purpose the terms of this Agreement except insofar as is necessary to implement and enforce any of its terms or as otherwise agreed in writing by the Parties.
9. The Parties acknowledged that any agreement reached in Mediation is achieved without any influence from the Mediator.

10. This Agreement shall be governed by, construed and take effect in accordance with South African law. The courts of South Africa shall have exclusive jurisdiction to decide any claim, dispute or matter of difference which may arise out of, or in connection with this agreement.

Signed

.....
for and on behalf
of.....

.....
for and on behalf
of.....

.....

SECOND JOINT MINUTE

This minute is drafted by the mediator and the parties, and must be substantially in accordance with the template attached as D2, containing the particulars referred to in Rule 41A(8)(b) and (c) must be completed and signed by the mediator and the parties upon the completion of the mediation.

IN THE HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION, JOHANNESBURG / PRETORIA

CASE NO: _____

In the matter between:

Applicant / Plaintiff / Appellant

and

Respondent / Defendant

JOINT MINUTE IN ACCORDANCE WITH RULE 41A(8)(b) & (c)

REFERRAL OF DISPUTE TO MEDIATION [*MEDIATOR TO TICK RELEVANT OPTION*]

- ☐ The parties referred the dispute to mediation by agreement.
- ☐ Mediation had been initiated by the parties in terms of Rule 41A(2)(b).
- ☐ The parties referred the matter to mediation with the leave of the court in accordance with Rule 41A(3)(a).
- ☐ A Judge/Case Management Judge (contemplated in rule 37A) directed the parties to consider the referral of the dispute to mediation in accordance with Rule 41A(3)(b), and the parties elected to proceed with mediation.
- ☐ The matter was referred to mediation in compliance with the provisions of the Court-Annexed Mediation Project Directive and protocol.

APPOINTMENT OF MEDIATOR [*MEDIATOR TO TICK RELEVANT OPTION*]

- ☐ The mediator was appointed by agreement between the parties.

- ☐ The parties could not agree on a mediator to be appointed, and accordingly, the mediator was appointed in accordance with the Gauteng High Court Mediation Protocol.

COMMENCEMENT AND DURATION OF THE MEDIATION [*MEDIATOR TO COMPLETE PARTICULARS*]

- 1) The parties had entered into an agreement to mediate on the ____ of _____ 202__ after which the mediation process commenced.
- 2) The parties had their first mediation sessions with the mediator on the ____ of _____ 202__.
- 3) The mediation continued for a period of _____ days / _____ days.

CONCLUSION OF THE MEDIATION [*MEDIATOR TO COMPLETE PARTICULARS*]

The mediation was concluded / terminated on the ____ of _____ 202__.

OUTCOME OF THE MEDIATION [*MEDIATOR TO SELECT RELEVANT OPTION*]

<input type="checkbox"/> MATTER SETTLED IN FULL	<input type="checkbox"/> MATTER PARTIALLY SETTLED	<input type="checkbox"/> MEDIATION UNSUCCESSFUL
---	---	---

The issues upon which agreement was reached during the mediation, and which do not require hearing by the above honourable court are (*exhaustive list to be provided*):

1. _____

2. _____

3. _____

4. _____

The main issues which remain unresolved and require hearing by the above honourable court, in accordance with Rule 41A(5)(b), are *(please specify with clarity)*:

1.

2.

3.

4.

Please ensure that the following annexures are attached hereto:

1. Annexure JM1: Joint Minute in terms of Rule 41A(4)(a)
2. Annexure JM2: Anonymised Feedback (Party A)
3. Annexure JM3: Anonymised Feedback (Party B)

SIGNED AT _____ ON THE ____ OF _____ 202__.

MEDIATOR

(in his/her capacity as such)

SIGNED AT _____ ON THE ____ OF _____ 202__.

APPLICANT / PLAINTIFF / APPELLANT

(in his/her personal capacity/duly authorised*)

(*attach a copy of power of attorney/written authority/resolution)

SIGNED AT _____ ON THE ____ OF _____ 202__.

RESPONDENT / DEFENDANT

(in his/her personal capacity/duly authorised*)

(*attach a copy of power of attorney/written authority/resolution)

ANONYMISED FEEDBACK FORM

In order to maintain and improve the quality of the service that we provide, please complete this feedback. Any feedback, good or bad, is welcome and there is space for further comments at the end of the form. This feedback will be submitted to the Registrar of the Court once the mediation has been concluded, together with the Joint minute and the Mediator's Report.

Please answer the following questions using a rating scale where 1 is very dissatisfied and 5 if very satisfied.

1. What was your experience of the administration of the mediation including the arrangements prior to the mediation?:

1 2 3 4 5

2. How responsive was the mediator prior to the mediation day?:

1 2 3 4 5

3. How well did our mediator explain the process to you/your clients?:

1 2 3 4 5

4. How well did our mediator explain to you/your clients how best to prepare for the mediation?:

1 2 3 4 5

5. On the day of the mediation, to what extent did the mediator establish rapport with you/your clients?:

1 2 3 4 5

6. How good was the mediator's understanding of all the relevant issues?:

1 2 3 4 5

7. To what extent did the mediator control the mediation process and maintain momentum?:

1 2 3 4 5

8. How clearly did the mediator communicate between the parties?

1 2 3 4 5

9. How appropriately did the mediator deal with any problems as they arose during the course of the mediation?:

1 2 3 4 5

10. How competent do you think the mediator was?:

1 2 3 4 5

11. How satisfied were you/your clients with the mediation process?:

1 2 3 4 5

12. To what extent were you/your clients satisfied with the outcome of the mediation?:

1 2 3 4 5

13. Would you use mediation in the future?:

Yes

No

14. Please provide any further comments you wish to make:

FOR MEDIATOR

MEDIATOR'S REPORT

This report must be completed and signed by the mediator upon the completion of the mediation, and given to the parties.

IN THE HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION, JOHANNESBURG / PRETORIA

CASE NO: _____

In the matter between:

Applicant / Plaintiff / Appellant

and

Respondent / Defendant

MEDIATOR'S REPORT

Mediator:

Name:

Email:

Contact Nr:

Organisation:

Date of Mediation:

Start:

End:

Duration of Days:
Mediation:

Place of Mediation:

☐ Online

☐ In-person

☐ Hybrid

If online/hybrid:	Online Platform:	_____
If in person:/hybrid:	Physical Address:	_____

Type of Settlement: Please indicate: ☐ **FULL** ☐ **PARTIAL** ☐ **UNSUCCESSFUL**

In the case of Partial Settlement, please elaborate on the issues that have been settled between the parties and do not need a hearing by the court:

Issue 1:

Issue 2:

Issue 3:

Without Prejudice Offer / Tender Please indicate: A without-prejudice offer/tender was made and should be taken into account by the court when an order for costs is considered.

☐ **YES** ☐ **NO**

Feedback on administrative process efficiency and suggestions for improvement:

Protocol Compliance	(per paragraph 7.1.3.4)		
PARAGRAPH	PROVISION	YES	NO

- | | | | |
|------------------|--------------------------------------|--------------------------|--------------------------|
| 7.1.3.4.1 | – Agreement to Mediate Signed | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.3.4.2 | – Both parties in attendance | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.3.4.3 | – Both parties prepared | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.3.4.4 | – No logistical issues experienced | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.3.4.5 | – Representative/s in attendance | <input type="checkbox"/> | <input type="checkbox"/> |
| | evidenced proper mandate to mediate | | |
| | and/or authority to settle | | |
| 7.1.3.4.5 | – Parties participated in good faith | <input type="checkbox"/> | <input type="checkbox"/> |

Directive	PART/PARAGRAPH/ITEM	YES	NO
Compliance:		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**Additional
Comments:**

Please ensure that the following annexures are attached hereto:

1. Annexure OC1: Agreement to Mediate in terms of Rule 41A(4)(b)

SIGNED AT _____ ON THE ____ OF _____ 202__.

MEDIATOR

(in his/her capacity as such)