

**SINGAPORE MEDIATION CENTRE
MEDIATION PROCEDURE RULES**

CASE SUMMARY GUIDELINE

CASE INFORMATION	
Name of party:	
Name of solicitor(s) and law firm (if any):	
Suit no (if any):	
SMC reference no:	
List of attendees ¹ and their respective designations:	
HOW TO PREPARE YOUR CASE STATEMENT FOR MEDIATION	
<p>Please include the following in your case statement to be exchanged with the other party and submitted to the mediator(s):</p> <ul style="list-style-type: none"> • Brief facts of the case • Identify key issues to be mediated • The party's main concerns • Describe the relationship between the parties before the dispute arose and the current relationship between the parties • Previous settlement efforts and their outcomes, if any • Identify other persons relevant to the dispute (highlight if they are unable or unwilling to attend mediation) • How do you propose to see the dispute resolved 	
IS THERE ANY CONFIDENTIAL INFORMATION YOU WISH TO CONVEY TO THE MEDIATOR(S) (OPTIONAL)	
<p>Each party may also convey to the mediator(s), confidential information which they do not want to disclose to the other party(s), e.g. factors which you think will impede a settlement of the dispute or where misunderstandings might have arisen in the past. These instructions must be in writing.</p>	

¹ Parties shall comply with Rule 10 of the prevailing SMC Mediation Procedure Rules.