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| --- | --- |
| **FAMILY MEDIATION SERVICES**  **Claim for Fees** |  |
| A complete claim form must be accompanied by a copy of the notification of referral of the case.  Please email to [fmsops@legalaidboard.ie](mailto:fmsops@legalaidboard.ie) | |

SECTION A

**Case details**

|  |  |  |
| --- | --- | --- |
| 1. | Mediator |  |
| 2. | Email |  |
| 3. | Client Name |  |
| 4. | LAB Case No |  |

SECTION B

**Particulars of claim**

**Claim for fee payable under the Private Practitioner Scheme for provision of Family Mediation Services in certain family matters**

|  |  |  |
| --- | --- | --- |
| Fees for provision of Family Mediation Services in family matters with a single issue such as maintenance or parenting | Fees  (Ex Vat) | Fees & Written Settlement  (Ex Vat) |
| 1. Does not proceed beyond pre – mediation |  | N/A |
| 1. Pre – mediation plus one mediation session |  |  |
| 1. Pre – mediation plus two mediation sessions |  |  |
| 1. Pre – mediation plus three or more mediation sessions |  |  |

|  |  |  |
| --- | --- | --- |
| Fees for provision of Family Mediation Services in family matters with issues involving both Maintenance and Parenting | Fees  (Ex Vat) | Fees & Written Settlement  (Ex Vat) |
| 1. Does not proceed beyond pre – mediation |  | N/A |
| 1. Pre – mediation plus one mediation session |  |  |
| 1. Pre – mediation plus two mediation sessions |  |  |
| 1. Pre – mediation plus three mediation sessions |  |  |
| 1. Pre – mediation plus four or more mediation sessions |  |  |

|  |  |  |
| --- | --- | --- |
| Fees for provision of Family Mediation Services in Separation and Divorce cases | Fees  (Ex Vat) | Fees & Written Settlement  (Ex Vat) |
| 1. Does not proceed beyond pre – mediation |  | N/A |
| 1. Pre – mediation plus one mediation session |  |  |
| 1. Pre – mediation plus two mediation sessions |  |  |
| 1. Pre – mediation plus three mediation sessions |  |  |
| 1. Pre – mediation plus four mediation sessions |  |  |
| 1. Pre – mediation plus five mediation sessions |  |  |
| 1. Pre – mediation plus six or more mediation sessions with our without a Mediated Settlement and no property or pensions |  |  |
| Where the mediation ends in a written settlement an additional fee will be paid for |  | Fees & Written Settlement  (Ex Vat) |
| 1. Written Mediation Settlement for decision with no property or pensions that incorporates sufficient detail to enable a Divorce or Judicial Separation to be granted. |  |  |
| 1. Written Mediation Settlement for decisions, including property or pensions that incorporate sufficient detail to enable a Divorce or Judicial Separation to be granted. |  |  |
| 1. Written Mediation Settlement for all matters pertaining to the Divorce, including agreement on property and pensions that incorporates sufficient detail to enable a Divorce or Judicial separation to be granted. |  |  |

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| Details of case outcome as follows: |
|  |

**NB: Please complete fully. Incomplete forms may be returned and the payment claim not processed.**

SECTION C

**Certification of claim**

I certify that I have provided the family mediation services as set out overleaf and I accordingly seek payment of the appropriate fee in accordance with the terms and conditions for the provision of family mediation services under the Terms and Conditions of the Private Practitioner Scheme for Provision of Family Mediation Services in Certain Family Matters.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |
| Liable for VAT | Yes  No |  | VAT No. (if applicable) |  |

**NB: A complete claim form must be accompanied by a copy of the notification of referral of the case.**

**Please send fee claims to:**

Family Mediation Operations, Legal Aid Board, 48-49 North Brunswick Street, Georges Lane,

Dublin 7, D07 PE0C

**Or** alternatively email [fmsops@legalaidboard.ie](mailto:fmsops@legalaidboard.ie)

**For Legal Aid Board use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Claim Received in FMO |  | Date |  |
| Claim Checked |  | Date |  |
| Authorised |  | Date |  |