



Osprey Approach: Family Mediation

This help guide was last updated on
Jan 11th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=44414>



ADDITIONAL CLIENT DETAILS FWMEDF

Client 1 Full Name

Client 1 Salutation

Client 1 gender

Please select

Please select

Male

Female

Client 1 date of birth

Select a date

Client 1 NI number

Client 1 Occupation

Client 2 Full Name

Client 2 Salutation

Client 2 gender

Please select

Please select

Male

Female

Client 2 date of birth

Select a date

Client 2 NI number

CHILDREN OF THE FAMILY FWMEF

Child 1 DOB

Select a date



Child 1 Forename(s)

Child 1 Surname

Child 2 DOB

Select a date



Child 2 Forename(s)

Child 2 Surname

Child 3 DOB

Select a date



Child 3 Forename(s)

Child 3 Surname

Child 4 DOB

Select a date



Child 4 Forename(s)

Child 4 Surname

Child 5 DOB

Select a date



Child 5 Forename(s)

Child 5 Surname

EXPERT DETAILS FWMEDF

Expert 1

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Expert 2

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Expert 3

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Expert 4

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Expert 5

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

✓

Submit

Cancel

Agreement to Mediate

Add your Agreement to Mediate form here.

Blank client letter 1

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank client letter 2

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Expert 1 Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT1_name }
{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT1_address }

Dear { MERGEFIELD FWMEDF_ORGS_FW_EXPERT1_name }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Expert 2 letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT2_name }
{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT2_address }

Dear

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Expert 3 letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT3_name }
{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT3_address }

Dear

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Expert 4 letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT4_name }
{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT4_address }

Dear

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Expert 5 letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT5_name }
{ MERGEFIELD FWMEDF_ORGS_FW_EXPERT5_address }

Dear

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client 1 Agreement to mediate

letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client 1 Client Care letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client 1 Mediation Preliminary Info

Form

Please insert your Resolution Preliminary Info Form, or other form, here.

Client 1 Send Memo of

Understanding

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client 2 Agreement to mediate

letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client 2 Client Care letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client 2 Mediation Preliminary Info

Form

Please insert your Resolution Preliminary Info Form, or other form, here.

Client 2 Send Memo of

Understanding

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Memo of understanding all issues

Add your Memorandum of Understanding: All Issues form here.

Memo of understanding parenting

Add your Memorandum of Understanding: Shared Care & Co-Parenting Arrangements form here.