

To be inserted by Court

Case Number:

Date Filed:

FDN:

Hearing Date and Time:

Hearing Location:

NOTICE OF ALTERNATIVE DISPUTE RESOLUTION CONFERENCE

[*SUPREME/DISTRICT/MAGISTRATES/ENVIRONMENT, RESOURCES AND DEVELOPMENT/YOUTH*] Delete all but one
COURT OF SOUTH AUSTRALIA
[*COURT OF APPEAL*] If applicable
CIVIL JURISDICTION
[*MINOR CIVIL*] If applicable
[*NAME OF LIST*] LIST If applicable

Please specify the Full Name including capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable) for each party. Each party should include a party number if more than one party of the same type.

First Applicant

First Respondent

First Interested Party

Notice of ADR Conference

Mark appropriate sections below with an 'x'

There will be an alternative dispute resolution conference ('ADR conference') at the date and time set out above. The purpose of the conference is to attempt to settle this proceeding.

The ADR conference will take the form of a

- [] Mediation
- [] Settlement Conference
- [] Expert Appraisal
- [] Expert Appraisal and Mediation

To the parties: WARNING

You and your legal representative (if any) **must** attend the ADR conference along with anyone whose instructions are required to settle the dispute such as an insurer or another to whom you have subrogated your rights or by whom you are indemnified against your liability.

If you do not attend within 15 minutes of the scheduled time, **orders may be made against you** [Magistrates Court only including finally deciding this proceeding against you], including orders as to costs.

If you will not be ready by the ADR conference date or you will be unable to attend the conference, you should apply to the Court for an adjournment prior to the conference date and as soon as possible. If you leave it until the conference date, your application for the adjournment may be denied or you may be ordered to pay costs.

Before the ADR Conference

The parties must pay the costs of the ADR conference at least 14 days before the date of the conference. Unless the Court orders otherwise, the conference fee is to be divided equally between the parties. **Each party must pay this amount no later than 14 days before the date of the conference or the conference date will be vacated.**

If you need an interpreter, you must advise the Court immediately of the language and dialect you require.

Attending the ADR Conference

When attending at the location of the ADR Conference, you will need to go to a particular conference room. You can find this information:

- online by checking the case list on the Courts Administration Authority website after 5:00pm on the day before the conference; or
- in person by checking the notice board displayed at the Court on the date of the conference.

On arriving in the conference room, you must tell the Court staff that you are there and you must answer your name when called.

Magistrates Court Only

You are expected to **BRING ALL DOCUMENTS** listed in your list of documents to the ADR Conference. You do not need to bring your witnesses. You should allow at least 3 hours for the hearing.