

Mediation Intake (Kosovo)

Keep disputes practical and focused. Fill this to start mediation preparation and scheduling.

Three Baby Steps

- 1) Intake & checklist — Share parties, dispute snapshot, and goals. We reply with a document list.
- 2) Prepare & schedule — We assemble the file and propose mediator, format, and dates.
- 3) Mediate & close — We draft a term sheet/settlement and post-mediation next steps.

1) Parties & Contacts

Party A (name / company)		
Email / phone		
Party B (name / company)		
Email / phone		
Representative / lawyer (if any)		

2) Dispute Snapshot

Agreement / reference			
Amount in dispute (EUR)		Key deadlines	
Non-payment / late payment	Scope / quality / delivery		
Termination / penalties	IP / confidentiality / data		
Other:			

Your goals (tick all that apply)

Settlement payment / plan	Repair / delivery plan
Mutual release / non-disparagement	Apology / rectification
Other:	

3) Documents Provided

Contracts, POs, amendments	Emails / notices / chats / letters
Invoices / delivery notes / logs	Photos / recordings / expert reports

Notes:

--

Mediation Intake (Kosovo)

4) Mediation Preferences

Format	In-person	Video	Hybrid
Language	English	Albanian	Serbian
Mediator preferences (industry, gender, style)			
Venue (city)		Date windows (3+)	
Caucus	Joint session first	Separate caucuses OK	

5) Negotiation Posture

Best alternative if no settlement (BATNA)	
Must-haves	
Deal breakers	
Walk-away point	

6) Deliverables Requested

Term sheet	Settlement agreement	Tax/VAT review (if relevant)
Enforcement guidance / draft clauses	Calendar reminders for follow-up	

7) Reply Preferences & Consent

Preferred reply	Email	WhatsApp	Phone call
Urgency	ASAP	This week	1–2 weeks
CC emails (optional)			
Files to follow by email/WhatsApp			

I agree to be contacted about this intake and understand this is general guidance, not legal advice.

Additional notes (optional)