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| Our Ref: | Phone:  Fax: |

Dear

**Your Section 86 Contact Conference**

I refer to my letter of confirming your grant for Legal Aid funding to attend a Section 86 Conference.

I confirm the details for the Conference are as follows:

Date:

Time:

Type of Conference:

Location:

Please arrive by so we can speak before the Conference.

I will be attending the conference with you in person. The conference may take up to 4 hours and you are required to make yourself available for that entire time.

Anything discussed at a Legal Aid Conference is confidential and cannot be raised if your matter continues at Court. All parties who attend the conference will be required to sign a confidentiality agreement and I have **enclosed** a copy of the agreement for your information. Please read this document carefully and bring it with you (unsigned) to the conference.

**Optional:**

Your Conference is a **face to face OR telephone conference**. This means that we will talk to and the mediator **in the same room/on a speaker phone call**.

**OR**

Your Conference is a **shuttle/shuttle telephone conference**. This means that the mediator will speak with us separately to . The mediator will pass on the information that you and agree to discuss with each other. This means you will not be in the same room as or speak to or in front of .

An appointment has been made for you to meet with me on **at** , to discuss the orders you will be seeking at the Conference.

I have also **enclosed** (for your information) a brochure which explains how Section 86 Conferences are conducted. Please read this brochure carefully prior to the conference.

**If you are unable to come to the Conference,** **you must let me know as soon possible**. If you cancel without notice, we may not be able to re-schedule the Conference and your legal aid funding may be cancelled.

If you have any questions in relation to the above, please do not hesitate to contact my office.

Yours sincerely

**Solicitor**