

**Information / Appointment Request Sheet**

Is this a Mediation request or an Arbitration request:

\_\_\_\_\_

Please provide the correct legal names of all parties involved, including parent companies in this or other jurisdictions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please provide names, and contact information for all counsel involved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Is there an ongoing court proceeding? In what jurisdiction(s)? Under what formal name and file number(s), and at what stage is/are the action(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is an arbitration request, is it for a sole arbitrator appointment or for an appointment to a panel? Have the other panel members been appointed? If so, kindly provide their names and contact information.

Please indicate the number of days that are required and indicate as many convenient dates as you can at this stage; every effort will be made to accommodate counsel with dates:

\_\_\_\_\_

**Kindly return this form to our Mediation and Arbitration Co-ordinator: Teresa De Sousa at [tds@glaholt.com](mailto:tds@glaholt.com) or provide this information by phone at (416) 368-8280.**