

THE HIGH COURT OF SINDH AT KARACHI

No. GAZ/Recognition/ADR/4/2022

Karachi dated 8th February, 2023

PUBLICATION OF NOTICE FOR INFORMATION AND CALLING EXPRESSION OF INTEREST OF MEDIATION CENTRES

In furtherance of Order X, Rule 1C of the Code of Civil Procedure (Sindh Amendment) Act, 2018, applications are invited from organizations which maintain a mediation center and are interested in recognition by the High Court of Sindh for undertaking mediations/conciliations under the said Act. The organization must have a panel of mediators/conciliators who have undergone a minimum of 40-hours training and are accredited by a reputed institute. The High Court of Sindh will decide the application after scrutiny. The application form can be downloaded from www.sindhhighcourt.gov.pk and can be submitted by 25th February, 2023 via post or courier to:

‘The Registrar,
High Court of Sindh,
(ADR Box)
near Passport Office, Saddar, Karachi’

Individual mediators who are accredited by a reputed institute and are willing to mediate a dispute referred by a Civil Court under Order X CPC at a Court-annexed mediation center, can also send their credentials for enlistment.

For any further information: 021-99203151 Extension 216.


(ABDUL RAZZAQ)
REGISTRAR

Copy forwarded for information and compliance to:

1. The Director, Information Department with request to direct the concerned to get this published in three reputed newspapers (English, Urdu and Sindhi) and copy of the same may be sent to this Court for record.
2. I/c Director I.T for uploading on official website of this Court.
3. P.A to Registrar.
4. Office file.



APPLICATION TO RECOGNIZE A MEDIATION CENTRE

Name of the Centre			
Type of Organization	Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/>	Company <input type="checkbox"/> Trust/Society <input type="checkbox"/>	
Address of the Centre			
Focal Person			
NTN Certificate			
Office Phone		Fax	
Email		Website	www.
OFFICE AND ONLINE FACILITY DETAILS (Please provide details of the facility where the face-to-face mediation will take place along with supporting photographs in color)			
No. of Rooms a/w color photographs of each room:		Purpose of each Room	

Head of the Centre		Qualification of the head	
Email		Mobile Phone Number	
Audio / Visual Equipment Available		Number of Computers and Printers available	
Internet / DSL Provider		Online ADR Software Platform	

List of empaneled mediators (Centre must have minimum five (5) accredited mediators)

Sr. #	Mediator Name and Cell No.	Mediator Registration No.	Date of Registration and Re-registration of Mediator	Name of Mediation Accreditation Authority of Mediator	Profession	Three Areas of Expertise
1.						
2.						
3.						
4.						
5.						

1. Code of conduct

☐ Yes

☐ No

If yes, please

attach copy

2. Fee structure / schedule

☐ Yes

☐ No

If yes, please

attach copy

3. Complaints Handling and Feedback

☐ Yes

☐ No

If yes, please

attach copy of proof

4. Guidelines for allocation of mediators

☐ Yes

☐ No

If yes, please

attach copy of proof

5. Confidentiality Procedures

☐ Yes

☐ No

If yes, please

attach copy of proof

6. International affiliation

☐ Yes

☐ No

If yes, please

attach copy of proof

7. Facility Description i.e. Office, Reception/Common Area/Breakout Rooms etc. (Attach detail separately)

8. Support Staff Description such as case manager and other staff (Attach detail separately)

11. PLEASE NOTE: The Mediation Centre must demonstrate (in writing and by photographic evidence) that the physical layout of the designated mediation facility is capable of handling the mediation process and subject to a positive Site Inspection Report carried out by the concerned Officer(s) of the Competent Authority,

Declaration by Authorized Representative of the Mediation Centre

We confirm that the information we have submitted on this form is correct and complete; and we understand that any false information could result in our application being rejected.

We further confirm that the Panel Mediators, Management and Staff at the Center have never been booked in any type of criminal case or faced contempt of court proceeding before any court of law during last five years.

Signature of duly Authorized Representative of Mediation Centre

Documents to be attached:

1. Copy of Charter Document³⁰ (Memorandum and Articles of Association, Partnership Deed, Trust Deed, etc.)
2. Copy of NTN³¹ Certificate of Mediation Center
3. Copy of declaration by Authorized Representative of Mediation Centre
4. Copy of international affiliation certificate, if any
5. Registration Fee payment evidence
6. Mediators' Fee schedule
7. Copy of code of conduct
8. Copy of Complaints Handling and Feedback
9. Guidelines for Allocation of Mediators
10. Copy of Confidentiality Procedures

For Office Use Only:

Application Received on: _____

Site Inspection of Mediation Facility carried out on:

Application status:

Granted ☐ Declined ☒ Re-apply after Six (6) Months ☐

Mediation Centre Registration No: _____

Approval Authority: _____