|  |
| --- |
| **Application for Mediation** **regarding Agreement on Return of Child** **and /or Visitation or Contacts with Child** **Based on Convention on the Civil Aspects of International Child Abduction (Hague Convention)**To Daini Tokyo Bar Association Arbitration and Mediation Center |
| Date of application Month Date Year |
| Applicant | Name | 　　　　　　　　　　　　　　　　　　　　　　　　　（Name commonly known or former/maiden name is acceptable. Please note that the Center will disclose the information written onthis column to the Respondent. Address and other contact information should be in the *Attachment: Name and Contact information of Parties.*） |
| Respondent | Name | （Address and other contact information should be in the *Attachment: Name and Contact information of Parties*.） |
| （Claim(s) of the Applicant） |
| 　I would like the Center to mediate on　□return of my child(ren)　□visitation or contacts with my child(ren)　□other as follows. |

|  |
| --- |
| Reason for claim(s) Please explain your situation/case. |
| ※You can explain your situation/case in another format you prepare for yourself. |

Please attach (A) a copy of notice of Ministry of Foreign Affairs’ decision for assistance in child’s return to foreign state and/or decision for assistance in visitation or contacts with child in Japan, and (B) a copy of your application documents and supporting materials submitted to Central Authority, if applicant obtained such decision. (B) is not mandatory.

In the case where the Applicant has a document of “Procedures under the Hague Convention” sent from Ministry of Foreign Affairs, please attach a copy of the document.

*Attachment : Name and Contact information of Parties*

|  |  |
| --- | --- |
| Applicant | Can the Center disclose it toRespondent? |
| Name（Legal Name） |  | □Yes □No |
| Address | Postal Code | □Yes □No |
| Telephone No. |  | □Yes □No |
| Email |  | □Yes □No |
| Skype name | ※If you are available to use Skype, the Internet television conference system, please write Skype name here.  |  |

※If you check “Yes”, the Center will disclose that information to Respondent.

|  |  |
| --- | --- |
| Respondent |  |
| Name |  |  |
| Address | Postal Code |  |
| Telephone No. |  |  |
| Email |  |  |
| Other contact information |  |  |

※The Center will not send Respondent this *Attachment*.

※For technical reasons, your Skype name will always be disclosed to Respondent.

※At the application for mediation, your telephone number and Email address in addition to your name are required to be disclosed to the Center. In case you can not disclose either of them to the Center for some reasons, please consult the Center or mediators beforehand.

**Applications Procedures**

**1. Please submit the following documents to the Center. You can submit it via email.**

**- Application form**

**- A copy of notice of Ministry of Foreign Affair’s decision for assistance in child’s return to foreign state and/or decision for assistance in visitation or contacts with child in Japan, or a copy of “Procedures under the Hague Convention” sent from Ministry of Foreign Affairs**

**- Consent for Treatment of Personal Information (for Hague Convention case)**

**- Consent to Participate in Mediation Proceeding (for Hague Convention case)**

**- ［not mandatory］A copy of application documents and supporting materials submitted to Central Authority**

**- ［not mandatory］Set of evidence documents (when necessary, please submit documents to prove that the Applicant has parental authority and/or documents explaining background on visitation or contacts with child in Japan)**

**2. When an application is submitted in English, please submit a Japanese translation with it as far as possible.**

**Notes**

**The Center will send your application form(excepting *Attachment : Name and Contact information of Parties)*, a copy of application documents and supporting materials you submitted to Central Authority, your documents with your claim, and evidence documents you submitted to the Center to Respondent. If you have any specific documents or materials you would not like the Center to send them to Respondent, please consult the Center or mediators beforehand.**

**Objectives for usage of personal information**

**Daini Tokyo Bar Association receives personal information of parties involved in mediation and arbitration procedures (including applicants, the respondents and their representatives etc.) (“Parties, etc.”) conducted by this Center. This document explains the usage objectives for personal information on parties etc. obtained by this Association in the course of such procedures in accordance with Article 18 (2) of the Act on the Protection of Personal Information of Japan**

**The Association may use personal information received from Parties, etc. for the following purposes.**

**1. To send document or make contact for administrative reasons to Parties, etc.**

**2. To conduct various questionnaire surveys after completion of a mediation or arbitration case**

**3. For the purpose of administration with and report to Ministry of Foreign Affairs of Japan (when the mediation is provided under the project between the Ministry of Foreign Affairs and the Association** **regarding agreement on Return of Child and /or Visitation or Contacts with Child Based on Hague Convention)**