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| **Application for Mediation**  To Tokyo Bar Association Dispute Resolution Center | | |
| Date of application (Month/Day/Year) / / | | |
| Applicant | Address | Please fill in the Appendix. |
| Name | Telephone Number & Email Address Please fill in the Appendix.  Is Internet video communication service (Skype) available to you?  Please mark the appropriate box with an X.  Yes □　　　 No □  If yes, please write down your Skype name below.  (Skype name: ) |
| Respondent | Address | Please fill in the Appendix. |
| Name | Telephone Number & Email Address Please fill in the Appendix. |

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| Claim of Applicant  Please specify the outcome you are seeking by marking the appropriate box with an X and　 providing an additional explanation. |
| □　 I am seeking the return of a child/children. |
| □　 I am seeking to secure opportunity for parent-child access. |
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| Grounds of Claim  Please explain factual and legal grounds on which your claim is based. |
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Appendix

（Applicant）

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| Address | Apt./Room # :  Number and Street:  City/Town:  State/Province/Region:  Country:  Postal Code: |
| Telephone  Number |  |
| Email  Address |  |

（Respondent）

|  |  |
| --- | --- |
| Address | Apt./Room # :  Number and Street:  City/Town:  State/Province/Region:  Country:  Postal Code: |
| Telephone  Number |  |
| Email  Address |  |

**Applications Procedures**

1. Please submit the following documents to Tokyo Bar Association Dispute Resolution Center. You may submit them via email.

- Application form

- Evidentiary documents (such as proof of parental authority. As the mediation procedure is based on mutual discussion, it is discretionary to submit documents other than the application form.)

2. When you write the application form in English, please submit a Japanese translation with it if possible. In case the translation is not attached, it may take some time before your application is processed.

**Purposes of using personal information**

In relation to mediation or arbitration procedures, Tokyo Bar Association receives personal information from the involved parties (including but not limited to applicants, respondents and their representatives) (hereinafter referred to as “Parties”). This document intends to explain the purposes of using such personal information in accordance with Article 18 (2) of the Act on the Protection of Personal Information of Japan.

Tokyo Bar Association may use such personal information for the following purposes:

1. To send documents to Parties or to make contact with Parties for administrative reasons.

2. To make reports or conduct questionnaire surveys after the completion of a mediation or arbitration case.