

Mediation Voucher Scheme - Submitting an invoice and a breakdown of the total bill

Once mediation has concluded, Mediators will need to submit the required case data, their invoice and a breakdown of the clients' bill.

The invoice should:

- be addressed to the FMC for an item named 'MoJ voucher'
- include a breakdown of the mediation the invoice covers (i.e., number of sessions and hours, whether mediation or child consultation, and the cost of this)
- state the total amount claimed, including an VAT payable, and this should not exceed £500.

Details of the full bill also need to be supplied. This is both a mechanism to ensure costs claimed via the voucher scheme are not over inflated, and to gather more reliable information about the time it takes to resolve child matters in mediation, and the cost of this. The information that needs to be supplied about the full bill is:

- Date/Length/Cost of Mediation Sessions
- Date/Length/Cost of CIM Sessions, if relevant
- Any other costs included in the bill: Paperwork, MIAMs, Other
- VAT if charged
- Total