



Rita M. Lauria, JD, PhD
Attorney • Mediator
Metalaw®.US

13428 Maxella Ave. AVE. 545, Marina del Rey, CA 90292
P.424.259.2652 · contact@metalaw.me · www.metalaw.me

MEDIATION CONFIRMATION

Date:

Parties:

Parties:

Re: Case Name:
Case No.:

Ladies and Gentlemen:

This letter confirms that the mediation in the above-referenced case will occur on _____ at the **Offices of** _____. The participants listed below are scheduled to be in attendance at the mediation:

_____ Attorney for Defense

_____ Attorney for Plaintiff

_____ Plaintiff

MEDIATION FEE SCHEDULE

The "Mediation Fee Schedule" for the mediation will be as follows:

\$____/hour (Minimum Two (2) Hours)

The Mediation Fee Schedule includes the mediation session, all advance preparation time, including, but not limited to, correspondence, consultations and research, and a non-refundable administrative fee of \$350. Travel-related fees may be charged for mediations occurring outside the greater Los Angeles area. The parties will equally share the payment of all fees, unless they have agreed otherwise in writing. Full payment of the mediation fee is due immediately upon receipt of this letter and shall be remitted in full within 10 (ten) days of the scheduled mediation to the above address. If the mediation is not concluded within the time limit stated above and additional time is required, such time will be billed at an hourly rate of \$____ per hour in quarter hour increments and any balance shall be paid in full at the end of the mediation session. All unused time reserved for mediation is non-refundable. Mediator reserves the right to cancel any mediation session where all fees have not been timely received.

RESCHEDULING AND CANCELLATION

Mediation fees, other than the non-refundable administrative fee of \$350, will be refunded if the mediation session is cancelled more than ten (10) days prior the scheduled mediation date. All mediation fees are deemed earned, and shall not be refunded, if the mediation session is cancelled within ten (10) days of the scheduled mediation date, except to the extent that Mediator can book another matter or matters to be heard within the reserved time.

MEDIATION SETTLEMENT AUTHORITY

In order to engage in worthwhile negotiation and settlement discussions, it is imperative that the parties in attendance have settlement authority. Please advise Mediator prior to the mediation session if this might pose a problem.

MEDIATION BRIEFS

Mediation briefs are extremely helpful in preparing for the mediation session. Briefs sent by email are preferred or mailed briefs may be sent to the above contact number and/or address and should be received at least seven (7) days prior to the mediation session. Briefs may be exchanged or kept confidential at counsel's option. Mediation briefs should provide: (a) a synopsis of the material facts; (b) a description of the disputed material issues; (c) an overview of the applicable law (including citations to authority); (d) a summary of settlement discussions to date; and (e) any other information you want Mediator to know in order to better understand the matter from your perspective.

Sign below and return via email or mail.

Name:

Date: