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NOTICE OF MEDIATION AND AGREEMENT TO MEDIATE

Date, Time and Location of Mediation:

Date and Time: _____

Location: _____

Case Information

Expected Participants:

Other participants:

Name Firm/Company

Name Firm/Company

Name Firm/Company

This agreement confirms the retention of Judge Mediation.

Disclosures:

There are **no known conflicts or matters that must be disclosed** based upon the party names or names of counsel. **As a matter of further disclosure in compliance with Model Standard of Conduct III (A-C), and CRC 3.855:**

Please provide the names of other expected participants in case those names necessitate discloses.

Note: I am on social networks such as LinkedIn, Facebook (under Judge Mediation), Avvo and twitter. I do not check each member/friend/follower before accepting mediation assignments.

There is nothing in any of the additional disclosures that would affect my impartiality in any way.

Before the Mediation:

Briefs: These may be either confidential or shared, and may be in letter, email or other electronic form. Please send them either by mail, fax or email (paperless is preferred) so that they are **received by** _____. If there are voluminous records to review, please notify me in advance to discuss them, so that additional review time may be included.

Pre-Mediation Discussions: Pre-mediation communications (telephonically or via email) are conducted with each counsel. Please notify us of your pre-mediation availability for these discussions, or simply contact me by telephone at (818) 610-8799 or on my cell phone at (818) 262-1496. You may also contact me at sean@judgemediation.com

Fees: This mediation is being conducted at the rate of _____ divided among the parties. We have reserved one full day for the session. One hour of preparation time, exclusive of telephone calls, is included. PLEASE ADVISE IF ADDITIONAL TIME IS NEEDED FOR THE MEDIATION. If the session goes beyond the scheduled time (beyond 5:00pm, you will be invoiced at your share of \$375/hr.

Payment by each side, payable to "Judge Mediation" of _____ share of _____ must be received no later than _____. Fees are the responsibility of the reserving attorney or firm, unless agreed otherwise.

Cancellation: If the mediation is cancelled more than five (5) business days in advance of the mediation, the full retainer will be refunded. If it is cancelled between two (2) and five (5) business days before the mediation, 50% of the retainer will be refunded. If cancelled two (2) or fewer business days before the mediation, the retainer will not be refunded.

Please sign and return by email or fax the signature page of this Agreement to Mediate. By signing below, you are indicating that you have read the terms contained herein, and that you also agree to them on behalf of your clients/principals. This Agreement may be executed in counterpart.

Date: _____
Name (printed) Signature