



July 27, 2023

Plaintiff Lawyer Name, Esq.
PLAINTIFF FIRM, P.A.
name@plaintifffirm.com

Defendant Lawyer Name, Esq.
DEFENDANT FIRM, P.A.
name@defendantfirm.com

Case Name: Apples v. Bananas
Case No.: 90210

Dear Counsel:

Thank you for selecting Wotitzky Mediation to mediate this matter for you. This will confirm you have scheduled a session at the date and time set forth below. This letter contains the terms of our agreement for mediation services.

Date: January 1, 2024
Time: 11:30 am EST
Location: Zoom

Mediation Fee: Two-party mediations will be billed at the rate of \$200 per party, per hour, three-party mediations will be billed at \$150 per party, per hour, and four-party mediations will be billed at \$125 per party, per hour. To avoid confusion, a “party” is defined as all parties who are represented by the same counsel.

Billing Matters: All fees are calculated using the per hour rate above, and all invoices are due upon receipt. Following the conclusion of the mediation, each party will be billed for their portion of the fee, unless the parties agree otherwise. Payments should be made in accordance with the payment instructions on the invoice.

Minimum Mediation Fee: If the mediation is cancelled or rescheduled less than 72 hours (Monday-Friday) prior to the scheduled session, each party will be billed for their portion of the minimum fee, which shall be three (3) hours per party for half-day mediations and six (6) hours per party for full-day mediations. Please keep in mind, my cancellation policy is meant to fairly compensate me for reserving the time scheduled for this mediation which I typically cannot fill in less than 72 hours.

Pre-Mediation Submissions: Please send any mediation summaries or other documents at least five (5) days in advance of the mediation via email to hal@wotitzkymediation.com, and cc Buffy Dixon at casemanager@wotitzkymediation.com.

If you have any questions about this engagement or my services in general, please do not hesitate to contact me or my case manager, Buffy Dixon, at casemanager@wotitzkymediation.com.

Once again, thank you for trusting me to help resolve this dispute. I look forward to working with you and your clients/representatives.

Sincerely,

Hal Wotitzky, Esq.