

Sample Email to Counsel with Instructions

I am writing to advise you and your clients about your upcoming mediation via the Zoom platform on XXX, 2023 at 9:00 am in the XXX Trust matter. Please share this email with your clients and please write back to me to confirm that you have done so.

The meeting link, ID and passcode are:

XXX

Meeting invitations have already been sent.

I have attached a proposed Agreement to Mediate. Please review it and let me know whether it contains anything objectionable. If the proposed agreement is acceptable, please forward it to your client for signature and return to me by December 14, 2022.

The proposed agreement states that the mediation fee will be paid one third by each party. Please note that I request an advance payment of \$3,880 (\$1,293 each) prior to December 16, 2022. I accept checks, Zelle or Venmo transfer. My Venmo ID is John-Hohman-9. I am not equipped to accept credit cards. Any refunds due will be paid at the conclusion of the mediation.

Please email a summary to me and opposing counsel on or before January 14, 2023.

I am looking forward to working with you and your clients. Please let me know if you have any questions.