Mediation Representation Engagement Letter

Date: [Insert Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Engagement for Mediation Representation regarding [Case Name/Matter Description]

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] has been retained to represent you specifically for the purpose of mediation regarding [Brief Description of Dispute].

1. Scope of Representation

Our representation is limited to preparing for and attending the mediation session scheduled for [Date, if known]. This includes reviewing relevant documents, advising you on legal rights and settlement options, and negotiating on your behalf during the mediation process. This engagement does not include formal litigation, trial, or appeals unless a separate agreement is signed.

2. Fees and Costs

Our legal fees for this matter will be charged as follows: [Insert Hourly Rate or Flat Fee]. In addition to legal fees, you will be responsible for costs such as the mediator's fees (typically split between parties), filing fees, and travel expenses.

3. Confidentiality

All communications between us are protected by attorney-client privilege. Furthermore, the mediation process itself is confidential under [Insert State/Statute] law, meaning statements made during mediation generally cannot be used as evidence in court.

4. Client Cooperation

To provide effective representation, you agree to provide all necessary documents, disclose all relevant facts truthfully, and be available for preparation meetings and the mediation session.

5. No Guarantee of Outcome

While we will strive to achieve a favorable settlement, we cannot guarantee a specific outcome or that a settlement will be reached during the mediation.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]

Client Acceptance:

I have read, understood, and agree to the terms set forth in this Engagement Letter.

Signature: _____ Date: _____