

Date: [Insert Date]

Via: [Email/Mail/Hand Delivery]

To: [Mediator Name]
[Mediator Firm/Organization]
[Address]

Re: Joint Mediation Scheduling Agreement

Case Name: [Case Name or Caption]

Case Number: [Court Case Number, if applicable]

Dear [Mediator Name],

The parties in the above-referenced matter have mutually agreed to retain your services to facilitate a mediation session. This letter serves as a formal agreement regarding the scheduling and logistical arrangements for this session.

1. Mediation Date and Time:

The parties have agreed to hold the mediation on [Date] starting at [Start Time]. It is anticipated that the session will last approximately [Number] hours/days.

2. Location:

The mediation will be held at:

The Mediator's office.

The office of [Firm Name].

A virtual platform (Zoom/Teams/Webex) provided by [Name of Party providing link].

Other: [Insert Location]

3. Attendance:

The following individuals will be in attendance and have full authority to settle the matter:

- For Plaintiff/Petitioner: [Name(s) of Party and Counsel]

- For Defendant/Respondent: [Name(s) of Party and Counsel]

4. Mediation Briefs:

The parties agree to submit confidential mediation statements to you no later than [Date/Time].

These briefs [will/will not] be exchanged between the parties.

5. Fees and Expenses:

The parties agree to share the mediator's fees and expenses as follows:

- [Percentage]% to be paid by [Plaintiff/Petitioner]

- [Percentage]% to be paid by [Defendant/Respondent]

Unless otherwise agreed, each party will be responsible for their own legal fees.

Please acknowledge your acceptance of this schedule and provide any necessary intake forms or engagement agreements to all counsel of record.

Sincerely,

[Signature of Plaintiff's Attorney]

[Printed Name]

Counsel for [Plaintiff Name]

[Signature of Defendant's Attorney]

[Printed Name]

Counsel for [Defendant Name]