

[Your Name/Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Firm]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Mediation Logistics and Case Status**

**Case Name:** [Case Name/Reference Number]

**Mediation Date:** [Date of Mediation]

Dear [Recipient Name],

This letter serves to confirm the logistics and current status for the upcoming mediation session regarding the above-referenced matter.

**1. Mediation Details**

- **Date:** [Date]
- **Start Time:** [Time, including Time Zone]
- **Mediator:** [Name of Mediator]
- **Location/Platform:** [Physical Address or Video Conference Link]

**2. Logistics and Requirements**

- **Attendance:** All parties with full settlement authority are required to attend. Please confirm the names of all attendees by [Deadline Date].
- **Pre-Mediation Submissions:** Confidential mediation briefs must be submitted to the mediator and exchanged (if agreed upon) no later than [Date].
- **Technology Check:** [For virtual sessions: A link for a technology pre-check will be sent on [Date].]

**3. Current Case Status**

As of today, the following items are complete or pending:

- **Discovery:** [e.g., Document production is complete / Depositions are ongoing].
- **Outstanding Issues:** [List any specific hurdles or motions pending].
- **Settlement Position:** [e.g., A formal demand was issued on [Date], and we are awaiting a counter-offer].

#### **4. Costs and Fees**

The mediator's fees shall be divided [e.g., equally between the parties / as per the prior agreement]. Please ensure that any required retainers are paid directly to the mediator's office by [Date].

If there are any conflicts with these arrangements or if you require further information, please contact my office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]