

February 04, 2025

PLAINTIFF

Plaintiff Attorney, Esq.  
Plaintiff Attorney Law Firm, LLC  
plaintiff@attorney.com

DEFENDANT

Defendant Attorney, Esq.  
Defendant Law Firm, P.A.  
defendant@lawfirm.com

Case Name: **Plaintiff Products Inc. v Defendant Services LLC**

Case No.: **xxxx-xx-xxxx**

Dear Counsel:

Thank you for selecting me 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: **March 20, 2025**  
Time: **10:00 am EST (full day)**  
Location: **In-Person**

**Mediation Fee:** Two-party mediations will be billed at the rate of \$225 per party, per hour. Mediations with more than two parties will be billed at the rate of \$550 per hour divided evenly among the parties. There is a one-hour charge for mediation administration services and mediation preparation; however, if the parties' mediation statements require more than one hour of preparation time, the additional time will be billed as preparation time. To avoid confusion, a "party" is defined as all parties who are represented by the same counsel or who appear pro se.

**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 5 business days (Monday-Friday) prior to the scheduled session and absent other agreement by the parties, each party will be billed for its portion of the minimum fee, which shall be two (2) hours per party for half-day mediations and four (4) hours per party for full-day mediations. I respectfully remind clients that the cancellation policy is meant as fair compensation for reserving time which I typically cannot fill



in less than 5 days. If I am able to schedule a mediation on short notice for the cancelled scheduled time, the cancellation fee will not be charged.

**Pre-Mediation Submissions:** No less than 48 hours prior to the mediation, each party should e-mail me, with a copy to all counsel involved, a statement outlining the party's position, the issues involved, the latest settlement negotiations, and designating the persons who will appear at the mediation. Parties and counsel may attach other documents to the mediation statement which they wish me to review and may also supplement their mediation statement with a confidential addendum sent only to me. These statements should not be filed with the court.

If you have any questions about this engagement or my services in general, please do not hesitate to contact me or my case manager Jasmine King at [casemanager@schmidtmediation.com](mailto:casemanager@schmidtmediation.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,

A handwritten signature in black ink, appearing to read "Terrance E. Schmidt". The signature is fluid and cursive, with a large initial "T" and "S".

Terrance E. Schmidt, Esq.