

**Lee Jay Berman**

**Mediator**

The Mediation Alliance, Inc.  
Mediation Offices of Lee Jay Berman  
4640 Admiralty Way, Suite 500, Marina Del Rey, CA 90292  
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## **IMPORTANT! MEDIATION REMINDER CHECKLIST FOR YOUR REVIEW**

To All Mediation Participants:

Thank you for selecting me to serve as your mediator. In order to complete your preparation for the mediation, please review the following checklist:

- POLICIES & PROCEDURES:** Please make sure to read the Policies and Procedures included with your confirmation letter. If you do not have a copy, they are available on our web site at [www.mediationtools.com](http://www.mediationtools.com), or call our office at 310-478-5600 and we can fax one to you.
- PAYMENT/DEPOSIT:** Please check to make sure that your deposit was posted in advance of the mediation. If not, make sure to bring a check to the mediation session. In cases ordered to mediation under § 1775, and under which the mediator has agreed to serve in cases under \$50,000.00 for three hours pro bono, it is our experience that many of those mediations exceed this time, therefore please bring to the mediation a blank check made payable to The Mediation Alliance, Inc., federal tax I.D. number 95-4488081.
- BRIEFS:** Unless mutually agreed by all counsel in advance, and submitted 5 days prior to the mediation, briefs will not be used. If briefs are submitted, time spent reading briefs will count as mediation time.
- WHO MUST ATTEND:** Under California Rules of Court Rule 1634, all named parties must appear, as well as all carriers with full authority to settle the case (unless excused by the mediator). CRC Rule 1634 and other court rules and procedures governing the mediation process are available on our web site at [www.mediationtools.com/rules](http://www.mediationtools.com/rules).
- CLEAR CALENDARS:** Please make sure all attendees clear their calendars for the entire day so that as we are making progress we will not be impeded by time constraints.
- MEDIATION LOCATION:** The Mediation Alliance offices are located at 4640 Admiralty Way, Suite 500, between Lincoln and Admiralty in Marina Del Rey. Directions and a map are available on our web site at [www.mediationtools.com/directions](http://www.mediationtools.com/directions).
- PARKING:** Visitors parking is located on the first floor in the parking garage, accessible on Admiralty Way and Lincoln Blvd. Parking will be validated.
- SNACKS & BEVERAGES:** We will supply snacks and beverages at the mediation.
- PLEASE FORWARD A COPY OF THIS LETTER** to all individuals attending the mediation.

Thank you again for putting your trust in me to assist you in resolving this dispute. Feel free to call or email with any questions you may have. I look forward to the opportunity to work with you.

Regards,

Lee Jay Berman



Distinguished Fellow  
International Academy of Mediators



Internationally Certified Mediator  
International Mediation Institute



Charter Diplomat, National  
Academy of Distinguished Neutrals



Charter Diplomat, California  
Academy of Distinguished Neutral



Top Neutral  
The Daily Journal LA/SF



20 Years in Practice