

Lee Jay Berman

Mediator

The Mediation Alliance, Inc.

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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, or call our office at (213) 383-0438 and we can fax one to you.
- PAYMENT/DEPOSIT:** Please check to make sure that your deposit was posted in advance of the mediation. Additionally, please make sure *to bring a check to the mediation session* in order to cover any fees incurred in excess of the deposit. All checks should be made payable to The Mediation Alliance, Inc., Federal Tax I.D. number 95-4488081.
- BRIEFS:** Submission of briefs is encouraged, but such submissions should be no more than ten (10) pages (plus exhibits as necessary.) Please send briefs directly to LeeJay@mediationtools.com. Please submit briefs 5 business days prior to mediation.
- WHO MUST ATTEND:** Under California Rules of Court Rule 3.874, all named parties must appear, as well as all carriers with full authority to settle the case (unless excused by the mediator). CRC Rule 3.874 and other court rules and procedures governing the mediation process are available on our web site at 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 3055 Wilshire Blvd., Suite 550, between Vermont and Hoover in Los Angeles (213) 383-0438. Directions and a map are available on our web site at www.mediationtools.com/directions.
- PARKING:** Located in the building, entering from Westmoreland, north of Wilshire. All day parking runs about \$13.50. Unfortunately, we are unable to validate, so we provide lunch instead.
- BAGELS, SNACKS & COFFEE:** We will supply snacks such as bagels & cream cheese or muffins, coffee, tea, hot chocolate, and bottled water at the mediation. Feel free to save a few minutes in the morning - breakfast is on us!
- 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,



Distinguished Fellow
International Academy of Mediators



National Registry of Neutrals
American Arbitration Association



Certified Mediator
International Mediation Institute



National Panel of Distinguished Neutrals
CPR Institute of Dispute Resolution



Diplomat
CA. Academy of Distinguished Neutrals

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