



MEDIATION & ALTERNATIVE DISPUTE RESOLUTION

DATE

MEDIATION ENGAGEMENT AGREEMENT

Via Email:

Re: Matter Name:

Date of Mediation:

Time of Mediation:

Location of Mediation: (Zoom Videoconference or Physical Location)

Dear (participants/counsel):

Thank you for engaging me to mediate your dispute pursuant to the rules and statutes that apply to mediations in the State of Florida. You have reserved a (half day/full day) for mediation. This Mediation Engagement Agreement outlines the terms for your mediation; please refer to our website for additional information.

The rate for two party mediations is \$210 per party, per hour. The rate for three party mediations is \$185 per party, per hour. The rate for mediations with four or more parties is \$160 per party, per hour. There is a three (3) hour minimum charge for half day mediations, and there is a five (5) hour minimum charge for full day mediations. One hour preparation time, per party, is included and not charged. Half day mediations cancelled within five (5) days of the scheduled conference will incur a one and one half (1.5) hour charge. Full day mediations cancelled within five (5) days of the scheduled conference will incur a three (3) hour charge. Payment is due within 10 days of receipt of the mediator's invoice. Lawyers, and not their clients, are responsible for payment.

Disclosure: Paul U. Chistolini is currently engaged in a law practice. Accordingly, he may currently or in the past or in the future: represent clients making claims against companies or insurance companies; or represent companies or insurance companies related to claims against them. If you need additional information or desire not to engage our services for this mediation, please let us know at your earliest convenience. Otherwise, this letter will serve as a waiver of any conflict or potential conflict.

Any Party objecting to the terms of this Mediation Engagement Agreement should contact me upon receipt of this letter. Otherwise, all terms shall be deemed accepted.

Please email us any documents or information you would like the mediator to review at least 24 hours prior to the mediation. We look forward to seeing you at the mediation conference.

Sincerely

Paul U. Chistolini, Esq, 28262R

ADDENDUM - MEDIATION VIA VIDEOCONFERENCE

Most mediations occur via videoconference. Parties may stipulate to attendance at mediation via videoconference, which meets the physical presence requirement of the mediation Rules.

Videoconference mediations are confidential and may NOT be recorded, and Zoom's recording feature will be disabled during mediations. The parties agree that they will inform the mediator and all other parties of the names of all persons attending and agree that no person will attend, participate or listen in to the mediation without prior consent of all the parties and the mediator

AT LEAST 3 DAYS BEFORE MEDIATION

Send the name, title, email, and phone number for all your side's participants to **info@PC-ADR.com**

Ensure your side's participants have Zoom, which can be downloaded (for free) at **zoom.us**.

Ensure your side's participants will have a highspeed internet connection or a secure Wi-Fi connection for mediation. Public Wi-Fi is not secure.

AT LEAST 2 DAYS BEFORE MEDIATION

We will email Counsel the Meeting ID and Passcode for the videoconference, which should then be shared with your side's participants.

AT LEAST 15 MINUTES BEFORE MEDIATION

Prepare your location. If you are using a tablet, place it on a stand; do not hold it. (Smartphones should be avoided if at all possible.) Avoid sitting with lights or windows in your background.

Join the mediation using the Meeting ID and Passcode.

After joining the mediation, you will be placed in a "waiting room" until all participants join. People in the waiting room are unable to see or hear each other.

HOW VIDEOCONFERENCE MEDIATION WILL WORK

Mediation will begin in a joint conference room with all participants. After opening statements, each side's participants will be moved into separate Break-Out Rooms. Only participants the mediator assigns to your Break-Out Room are able to join it, and only people in your Break-Out Room can see or hear discussions in it.

The mediator will move between Break Out Rooms to have private discussions and facilitate negotiations. The mediator cannot hear or see your discussions until you see him appear on your screen.

SETTLEMENT AGREEMENTS

If a settlement agreement is reached, the Mediation Stipulation and Settlement Agreement will be circulated to all necessary participants via email and **DocuSign** to be executed prior to the conclusion of the mediation conference (unless otherwise agreed by all parties).