

[date]

[Addressees]

Re: *[caption]*

Dear Counsel:

This letter will confirm my retention as your mediator in this matter. The mediation conference will be held on [date and location].

My fee for the mediation will be \$250.00 per hour for all time spent in relation to the case and I will assume, unless notified otherwise, that the fee will be split evenly between the parties. I have been retained by you, as the attorneys for the parties, and I will consider you responsible for payment of my fee. I have not requested a retainer but I will instead trust all counsel that my bill will be paid. I will send each of you an itemized invoice for my services upon completion of the mediation.

The mediation will be conducted pursuant to Chapter 2710 of the Ohio Revised Code. As such, all communications, including communications with me before and after the actual mediation conference, will be privileged against disclosure, unless the parties agree otherwise. To accomplish a successful mediation, it is essential that the actual decision makers for the parties be present. I assume that you will make appropriate arrangements in this regard.

I request that you each submit to me a confidential mediation statement at least three business days before the mediation session, along with any documents that you believe would be of benefit to me. The statements can be in letter form describing your positions and can be submitted electronically or by mail. Realizing that the statements are confidential, I invite each of you to advise me of your realistic view of the case and of how you think I can be most helpful in getting the case resolved. If you think a phone conference prior to the mediation session would be beneficial, feel free to give me a call.

I appreciate your selection of me as your mediator and I look forward to being of service. I assure you that I will do my best to help you and your clients find a fair resolution of the case.

Very truly yours,

William D. Dowling