

HOLLY B. CHERNOFF

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RE: Mediation Appointment

Dear clients:

This letter will confirm that I will act as mediator for the above-referenced Family Law matter. It is my understanding that first session for this mediation is presently scheduled for _____ at _____ .m. at my office.

Enclosed you will find the following:

1. Information forms for each of you.
2. Financial Affidavits - one each
3. Mediation Agreement

Please complete the information forms and a draft of your financial affidavits prior to the first mediation appointment. Please also bring to the first mediation session your pay stubs or other document indicating your income year to date, your income tax returns for the last 2 years or w-2 if tax return has not been prepared, and the latest statements indicating your bank and other account balances and your credit card or other debt balances.

The fee for mediation is \$300.00 per hour to be paid at the beginning of each session as follows:

1st Session: \$600.00 scheduled for up to two hours;

2nd Session: \$600.00 scheduled for up to two hours;

\$300.00 deposit for up to one hour of time of preparation of settlement agreement for third session;

3rd Session: \$300.00 scheduled for one hour.

The above schedule is an estimate only. Due to the simplicity or complexity of your case, it may take more or less time and therefore cost more or less fees. All time is billed at \$300.00 per hour.

The fee for the mediator **does not include Court costs**.

Should you cancel your appointment without sufficient notice (1 week), then an advance deposit of \$600.00 will be requested to reschedule and hold that new date.

If either of you has any questions regarding these matters, please feel free to contact me. I am looking forward to working with both of you and your clients in reaching an amicable and fair resolution of this matter.

Sincerely,

/s/

Holly B. Chernoff

HBC/bc
Enclosure as stated

Website: Hollychernoffmediator.com

Email: Hollychernoffmediation@gmail.com

Ours is a "fragrance free" office. Out of respect for those who are sensitive or allergic, please refrain from wearing scented perfumes, colognes or lotions.