

IMPORTANT! MEDIATION REMINDER CHECKLIST FOR YOUR REVIEW

To All Mediation Participants:

Thank you for selecting us 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.MediationJD.com or call our office at (310) 544-1434 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 **Corporate Point**.
- 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.MediationJD.com.
- 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 MediationJD office is located at 3672 Cliffsite Drive, Suite 900, Rancho Palos Verdes, CA 90275. Our Telephone Number is: 1-310-544-1434 Directions can be found through Mapquest or Google map.
- PARKING:** Ample free parking is available on the street and it is safe to park.
- BAGELS, SNACKS & COFFEE:** We will supply snacks such as bagels & cream cheese or muffins, coffee, tea, and bottled water at the mediation. Feel free to save a few minutes in the morning - breakfast and retrenchment 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 at info@MediationJD.com with any questions you may have. I look forward to the opportunity to work with you.

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Regards,

SK Sharma MS, JD

PS. "An ounce of Mediation is worth a pound of Arbitration and a ton of Litigation"-**Joseph Grynbaum**

