Wotitzky Mediation

Office 941.236.5728 hal@wotitzkymediation.com

October 28, 2026

PLAINTIFF INFORMATION DEFENDANT INFORMATION

Case Name: **Plaintiff vs. Defendant**
Case No.: **xxx-xx-xxxxxxxx**

Dear Counsel:

Thank you for selecting Wotitzky Mediation to mediate this matter for you. I appreciate the opportunity to assist the parties in resolving this matter. This will confirm you have scheduled a **full-day** session at the date and time set forth below. This letter contains the terms of our agreement for mediation services.

Date: **December 16, 2026**
Time: **9:00 am EST**
Location: **By Video Conference**

Pre-Mediation Submissions: To assist in preparing for the mediation, please provide any mediation summaries, position statements, key pleadings, or, other materials you would like me to review no later than five (5) days prior to the mediation date. Materials may be submitted electronically to my office via email to hal@wotitzkymediation.com and cc my case manager, Maria MacKay, at casemanager@wotitzkymediation.com.

Mediation Fees and Minimums: Wotitzky Mediation has adopted a two-tiered approach to mediation fees and minimums based on if the mediation is held via Zoom or in-person. Zoom mediations will be billed at an hourly rate, whereas in-person mediations will be billed a flat rate.

Mediations conducted via Zoom will be subject to a minimum fee of three (3) hours for mediations scheduled for a half day and six (6) hours for mediations scheduled for a full day. Zoom mediation rates are as follows:

2 Parties: $225 per party per hour
3 Parties: $175 per party per hour
4 Parties: $140 per party per hour
5+ Parties: $125 per party per hour

Mediations conducted in-person will be subject to a four (4) hour minimum for a half day and an eight (8) hour minimum for a full day. In-person mediations will be billed at a flat rate and divided equally among the parties (unless otherwise agreed to). The half day and full day in-person rates are as follows:

Half Day: $2,500 split equally between the parties
Full Day: $4,500 split equally between the parties

Preparation time incurred by the mediator will be billed at the hourly rate of $450 per hour, split equally among the parties.

Wotitzky Mediation defines a party as one or more persons or entities that have a common interest and are represented by one attorney or firm.

Billing Matters: Mediation fees are due at the conclusion of the mediation process, unless otherwise agreed or excepted. Most forms of payment are accepted, including credit and debit cards.

In the event payment is not made at the conclusion of the mediation an invoice will be generated for each party's portion of the mediation fee and addressed to counsel or self-represented parties for payment. Payment is due upon receipt of the invoice. For your payment to be properly processed, please refer to the payment instructions on the invoice.

For mediations in which there are one or more self-represented parties, a deposit invoice for the minimum fee will be sent to all parties at the time of scheduling confirmation. Payment will be due seven (7) business days prior to the scheduled mediation date, unless otherwise agreed and acknowledged in writing. Failure to remit payment prior to mediation may result in the cancellation of the mediation session. Should the mediation extend beyond the minimum hours or should any preparation or follow-up time be necessary, a supplemental invoice will be sent to the parties at the conclusion of the mediation.

My services are retained by counsel and/or self-represented parties. Accordingly, counsel and self-represented parties who schedule or participate in the mediation agree to be responsible for the timely payment of mediation fees and related invoices unless otherwise agreed in writing.

Cancellation or Rescheduling: The Mediator reserves the scheduled mediation date and time exclusively for the parties upon confirmation of the mediation. If it becomes necessary to cancel or reschedule the mediation for any reason, please notify my office in writing prior to December 4,2026 at 5:00 pm EST in order to avoid a cancellation fee.

If the mediation is cancelled, postponed, or otherwise removed from the Mediator's calendar after the date and time listed above, a cancellation fee shall be due as follows and split evenly among all parties unless otherwise agreed in writing:

Half Day Mediation: $1,250
Full Day Mediation: $2,500

The Mediator recognizes that circumstances beyond a party's reasonable control may arise requiring cancellation or rescheduling. In such circumstances, the Mediator may, in his sole discretion, reduce or waive all or part of the cancellation fee. It should not be assumed by the parties or counsel that a settlement of the case prior to the scheduled mediation date but after the deadline to cancel constitutes a waiver of the cancellation fee. Please keep this in mind during any pre-mediation settlement negotiations.

All cancellations must be communicated in writing, and all parties must agree.

If you have any questions about this engagement or my services in general, please do not hesitate to contact my office.

Unless our office is notified in writing of any objection to the following terms within three (3) business days of your receipt of this Agreement, the terms of engagement contained herein shall be deemed accepted by all parties and counsel in this case.

Once again, thank you for trusting me to help resolve this dispute. I look forward to working with you and your clients/representatives.

Sincerely,

/s/ Hal Wotitzky
Hal Wotitzky, Esq.