



Resolute Mediation & Arbitration, Inc. (RM&A Inc.)
Central Florida Dispute Resolution Resource
Phone: 407-298-3751 • Fax: 407-705-3763

_____,
_____,
v.
_____,
_____.

Case: _____

Notice of Mediation Conference

To:

Take notice that a mediation conference is scheduled for the above referenced matter. The conference is scheduled on _____. The following are the conference details and terms mutually agreed.

Place: _____.

Mediator: _____. **Fees:** _____. A cancellation fee of _____ will apply if meeting is cancelled less than 48 hours in advance.

This mediation is subject to the provision of the Florida Mediation Confidentiality and Privilege Act, Fla., Stat. 44.102,107 - 406, unless the parties expressly agree otherwise and so inform the mediator in writing.

Statement of claims and responses should be forwarded to casemgt@resolutemediation.com or uploaded via Resolute Mediation & Arbitration Inc' Document Portal at www.resolutemediation.com.

Please advise approximately how many people are expected for this mediation conference, inclusive of counsel and clients. Contact our office to discuss any special features of this matter that might affect the ordinary flow of mediation. Advice at your earliest convenience, should knowledge of cancellation or rescheduling requirement occurs.

Enclosures:

Sincerely,