

DAVID I. KARP, MEDIATION SERVICES

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Information Requested in Order to Help Convene Your Private Mediation

The following information will be most helpful in convening your private mediation. If easiest for you to do so, please provide this information via email to davidikarp@karpmediation.com and I will take it from there.

- 1 Case name (if a pending lawsuit)
- 2 Court in which the case is filed
- 3 Case number

(A complete caption will suffice for items 1-3.)

- 4 Mediation completion date if applicable
- 5 Contact information of each of the attorneys (or of the disputants if they represent themselves), including:
 - 5.1 Full name
 - 5.2 Firm name
 - 5.3 Address
 - 5.4 phone
 - 5.5 fax
 - 5.6 e-mail address
 - 5.7 Full names of each party they represent (If the party is a business entity, also include the individual representative's name(s) and title.)
- 6 Number of "sides" in the dispute (Attorneys and all parties they represent are considered one "side.")

(A current Proof of Service List will suffice for items 5-6)

- 7 Preferred dates for mediation as agreed by the parties (see, <http://www.karpmediation.com/calendaring/> for availability.)
- 8 Preferred time for the mediation as agreed by the parties (Unless otherwise agreed, the default start time will be 11:00 AM.)
- 9 Preferred location of the mediation. (I am OK with going to the office of one of the attorneys if everyone agrees and if there are sufficient conference/breakout rooms for our use; otherwise, I will arrange suitable conference room space at a facility near me in the San Fernando Valley, and will absorb up to \$200.00 per day for conference room rental charges, with the balance, if any, the responsibility of the parties/counsel, payable in advance to me.)
- 10 Names of participants in the mediation other than parties and attorneys, if any, and their role.

Not all of the information must be gathered and provided in the first instance. If you can give me the information of items 1 -6, I can start the process and help you with getting the matter on calendar.

Thanks for the opportunity to work with you. David.