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Information Requested in Order to Help Convene Your Private Mediation

Depending upon preferences and/or current circumstances, mediation may be via Zoom video conference (preferred) or maybe in-person. In either event, the following information will be most helpful in convening your private mediation. Please provide this information either by phone or 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 If on Zoom, e-mail addresses of all participants on your side for the Zoom invitation.
- 7 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 5-7)
- 8 Preferred dates for mediation as agreed by the parties (see, <http://www.karpmediation.com/calendaring/> for availability.)
- 9 Preferred time for the mediation as agreed by the parties (Unless otherwise agreed, the default start time for in-person mediation will be 11:00 AM., 1:00PM for Zoom.)
- 10 Preferred location of the mediation if an in-person mediation. (If an in-person mediation, the parties/counsel will provide their own facilities, if they have them and they are suitable with separate breakout rooms, or they will arrange and pay for suitable rental conference rooms at their own expense and not at the expense of the mediator.)
- 11 Names of participants in the mediation other than parties and attorneys, if any, and their role and e-mail addresses if on Zoom..

Not all of the information must be gathered and provided in the first instance. If you can give me the information of items 1 -7, I can start the process and help you with getting the matter on calendar.

Thanks for the opportunity to work with you. David.