



## AGREEMENT FOR ENGAGEMENT OF MEDIATION SERVICES

DAILY RATE: \$6,000 per day

TAX I.D. Number: 95-4300330

JEFFREY KRIVIS

MARIAM ZADEH

HEATHER REED

### **Reservation of Dates and Necessary Deposits**

Payment in full is due immediately upon the confirmation of reserved dates. The deposit made by the parties for the estimated hearing time is inclusive of all mediation services (including preparation, research, consultations, correspondence, etc.) A non-refundable administrative fee is charged at the rate of \$100 per party. Travel time is not charged unless expressly stated and agreed to by the parties.

### **Cancellation & Rescheduling**

Deposits (less the administrative fee) will be refunded if the matter is settled or continued and written notice is received thirty (30) days in advance of the first scheduled hearing date. Otherwise, a refund will be made only to the extent that other matters are scheduled and heard within the reserved time.

### **Mediation Briefs**

Mediation briefs are extremely helpful in preparation for the first date of mediation. Briefs should be received by email or at the address above, not later than seven (7) days before the first scheduled hearing date. Briefs may be exchanged or kept confidential at counsel's option. Briefs to the mediator should include: 1) The history of any settlement discussions, if any; 2) What you think the other party views as a fair outcome; 3) What you see as the principal barriers to settlement; 4) What other information you want the mediator to know to better understand the matter from your client's perspective.

Please indicate on the face sheet of the brief whether or not it is confidential.

### **Mediation Settlement Authority**

In order to engage in worthwhile negotiation and settlement discussions, it is imperative that the parties in attendance have settlement authority. Please advise the mediator prior to the hearing if this might pose a problem.

16501 Ventura Blvd., Suite 606 • Encino, CA 91436  
TEL: 818.784.4544 • FAX: 818.784.1836 • [www.firstmediation.com](http://www.firstmediation.com)

*Also available in Monterey, CA*

**Jeffrey Krivis and Associates**