



January 05, 2026

attorney@plaintiff.legal  
Plaintiff Attorney, Esq.  
Plaintiff Firm Name

attorney@defendant.com  
Defendant Attorney, Esq.  
Defendant Firm Name

Re: **PLAINTIFF v DEFENDANT**

Thank you for choosing me to mediate this dispute. This letter contains the terms of my agreement for mediation services detailed below.

Date: July 8, 2026  
Duration: Full Day  
Time: 9:30 am - 5:30 pm MST  
Location: By Video Conference

Scheduling. Attached is the Notice of Mediation Conference which sets forth the date, time and location of the mediation conference. If there are any corrections, or if more time is anticipated, please notify my office immediately. My office will provide counsel with the Zoom invitation and details, and it is each counsel's responsibility to provide this information to your clients to ensure they are prepared for a Zoom mediation.

Mediation Fee. The mediation fee is calculated based on my hourly billing rate as detailed below, including any pre-mediation preparation time and post-mediation follow-up time spent on the matter. Note, I do not charge any administrative, scheduling, or rescheduling fees, and in exchange ask you to respect my time and the cancellation policy below.

Hourly Billing Rate. A two-party mediation will be billed at the rate of \$250 per party per hour. A three-party mediation will be billed at the rate of \$210 per party per hour. A mediation with four parties or more will be billed at a rate of \$190 per party per hour. To avoid confusion, I define a "party" as all parties who are represented by the same counsel.

Billing Matters. For a half-day mediation, the invoice will be for a total of five hours, anticipating four hours of mediation and one hour of review and preparation. For a full-day mediation the invoice will be for a total of ten hours, anticipating eight hours of mediation and two hours of review and

preparation. All fees are calculated using the per hour rates above, and all invoices are due upon receipt. Following this confirmation email, each party will be billed for their portion of the fee, unless the parties agree otherwise. Payments should be made in accordance with the payment instructions on the invoice. Please note, I have accepted and scheduled this matter based on my business and professional relationship with counsel, however I consider this engagement as being with counsel and your clients, jointly and severally. Accordingly, counsel for each party is financially responsible for ensuring timely payment of all mediation fees. In the event prompt payment is not received, I reserve the right to take appropriate actions to collect payment including filing motions with the presiding court. Furthermore, by scheduling this matter, counsel and client agree that I shall be entitled to collect my costs, including reasonable attorneys' fees, if I must take action to collect the mediation fees.

Cancellation Policy. If the mediation is cancelled or rescheduled less than 72 hours (Monday-Friday) prior to the scheduled session, each party will be billed for their portion of the minimum fee. I respectfully remind clients that the cancellation policy is meant as fair compensation for reserving time which I typically cannot fill in less than 72 hours.

Pre-Mediation Submissions and Preparation Time. If you wish to send a summary or other documents for review prior to the mediation, please send those items via e-mail to Lisa Fox at casemanager@myersadr.com at least five (5) days in advance of the mediation to allow me adequate time to review.

If you have any questions about this engagement or my services in general, please do not hesitate to contact me or my case manager, Lisa Fox at 720.740.0516 or casemanager@myersadr.com

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

Thank you,



Richard P. Myers, Esq.