

**JEAN M. DWYER, P.A. - Attorney-At-Law - Certified Mediator in
Family, Circuit, Appellate and County Court**

170 East Granada Boulevard
Ormond Beach, Florida 32176
Phone: (386) 672-3861

Mediation Rates: \$250.00/hr
Email: jean@jeandwyer.com
Fax: (386) 673-8916

Scheduling: <http://jeandwyer.com>

Case Name and Number:

Dear Mediation Participants:

Thank you for selecting Jean M. Dwyer as the mediator in the above referenced case. Please share this letter of engagement and explanation of the mediation process with your clients/opposing party so that they may have a better idea of what mediation is prior to our first meeting.

The cost for mediation is \$250.00 per hour. The fee will commence at our scheduled time listed and be divided equally between both parties, unless the court has ordered otherwise or you both agree to an alternative arrangement. Each party may submit a mediation statement prior to mediation; the aforementioned hourly rate will be imposed for review of the statement. A travel fee of \$100.00 per hour will be imposed for mediations outside of Volusia or Flagler County. A two- hour minimum is required for each mediation session. **PAYMENT WILL BE DUE AT THE END OF EACH MEDIATION SESSION.** If your client is unable to meet the foregoing financial arrangement, please feel free to reschedule the mediation, otherwise please advise your respective clients to be prepared to pay the mediator's fee on the above referenced date. Mediations set in the morning are scheduled to end at noon and those set in the afternoon are scheduled to end at 5:00 pm, however, if time permits for the mediator and parties, mediations may be continued beyond the aforementioned times.

A 48 hour cancellation policy is in effect; all mediations cancelled 48 hours prior to mediation will be charged \$250.00 (said cost shall split between the parties unless agreed upon otherwise).

Sincerely,

Jean M. Dwyer

Jean M. Dwyer

Date of Mediation: _____

Time of Mediation: _____

Location of Mediation: _____

MEDIATION PROCESS

Mediation is a voluntary and informal process. Mediators have no authority to make decisions, impose settlements or require concessions by any party. The mediator's goal is to facilitate your discussions and assist in the negotiation process so that you can reach a mutually acceptable resolution. The mediator will not provide legal advice, nor will the mediator testify or argue your case to the court.

Confidentiality is a cornerstone to the mediation process. All information provided during mediation is confidential pursuant to Florida Statute 44.401 – 44.406 and Rule 10.360. **Unless instructed otherwise, the mediator, Jean M. Dwyer, will not hold information confidential between the parties and their respective attorneys.** Pursuant to Florida Statute 44.406 you are also required to keep all mediation communications confidential.

Participation at mediation should be limited to the named parties and their attorneys. Upon consent of both parties, certain other parties who may be integral to the process may attend. This must be arranged in advance.

Children will not be allowed to attend the mediation session. Please do not bring children to the mediation session.

Each party is expected to fully disclose all financial information including, but not limited to, financial affidavits, income tax returns, pay stubs, and property valuations in family law mediations that involve financial issues. It is beneficial in both civil and family law mediations to exchange required or needed information/discovery prior to attending mediation to maximize your time at mediation.

If at some point during the mediation process the mediator may call for a separate session with either or both parties or their attorneys to aid the negotiations. Either party or attorney may also request a separate session. **Information shared during a separate session will not be treated as confidential unless specifically requested.**