MEDIATION NOTICES ARE IN LETTER FORMAT. THEY ARE NOT TO BE DONE ON PLEADING PAPER, DO NOT REQUIRE A CERTIFICATE OF MAILING AND ARE NOT SENT VIA CERTIFIED MAIL. THEY CAN BE SERVED VIA EMAIL IF PARTIES HAVE CONFIRMED E-SERVICE.

**NOTICE OF SCHEDULED MEDIATION**

Date­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioner

Address

City, State Zip

Email

Respondent

Address

City, State Zip

Email

**Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ v. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Fee Dispute No. \_\_\_\_\_\_\_\_\_**

Dear Parties:

Your Fee Dispute has been assigned to me to see if it can be resolved through Mediation. This is to confirm that the Mediation conference is scheduled for **\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_ \_\_.m.** at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Las Vegas, NV and will be conducted by the undersigned.

The Mediation conference is not a hearing.  No evidence will be presented or witnesses heard.  Mediation is a process whereby an unbiased, impartial third party (me, the Mediator), attempts to help the parties settle the dispute between them.  I will not issue a decision. Instead, both parties will discuss the issues, and I will facilitate a conversation so that we can see if a voluntary resolution can be reached.

If Mediation does not result in a resolution of your issues, and if the parties have signed binding arbitration agreements, the State Bar of Nevada will then assign the fee dispute to an arbitrator for a hearing. The Mediator will not participate in any subsequent Arbitration. At the Arbitration hearing, evidence will be taken, witnesses heard and a decision issued. If the parties have not agreed to binding arbitration, the mediation conference will end the State Bar’s involvement in the fee dispute.

I look forward to meeting you at the Mediation conference on \_\_\_\_\_\_\_\_\_ at \_\_am/pm.

Sincerely,

Mediator XXX

Contact Information

cc: xxx- Regional Chair

Fee Dispute Coordinator – State Bar of Nevada