



Bryan W. Reynolds, Mediator

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September 30, 2025

Plaintiff Attorney Information

Defendant Attorney Information

Re: Plaintiff v Defendant
Case No.

Dear Counsel:

Thank you for selecting me to mediate this matter for you. This will confirm that you have scheduled a **half day** session.

Date: **March 14, 2026**
Time: **9:30 am EST**
Location: **By Video Conference**

Please confirm with your clients the date and time of the mediation. Each party must be present at the mediation, unless the parties agree otherwise, together with a representative with full authority to negotiate a complete settlement at the mediation.

Mediation Fee: Charges for my services as your mediator are:

2 Parties: \$290 per party, per hour
3 Parties: \$225, per party, per hour
4+ Parties: \$180, per party, per hour

To avoid confusion, we define a “party” as all parties who are represented by the same counsel.

Minimum Fee: The minimum fee for a half day mediation session (a mediation scheduled for 4 hours or less) will be 3 hours. The minimum for a full day mediation will be 7 hours.

Invoices: Following the mediation, each party will receive an invoice for their portion of the mediation fee. All fees will be split equally among the parties unless otherwise agreed. Payment is due upon receipt and should be made in accordance to the payment instructions on the invoice.

Responsibility of Payment: We understand that ultimately your clients may be responsible for the mediation fees in this matter, or that you might forward our invoices to your clients so they may make payments directly, however, this matter has been scheduled based on our business and professional relationship with you as counsel, and thus we consider counsel jointly and severally responsible for prompt payment of all mediation fees. By scheduling this matter, counsel and client agree that we shall be entitled to collect our reasonable attorneys’ fees and costs if we must take action to collect the mediation fees. Pro-Se parties (those not represented by attorneys) must pre-pay a \$870 deposit.

Cancellation Policy: If you need to cancel or reschedule for any reason, our office must be notified via email prior to the date and time indicated in your confirmation email for that particular mediation in order to avoid the minimum fee of \$1,000.

Mediation Statements and Materials: If you wish to send a summary or other documents for me to review prior to the mediation, email them to me at bryan@reynoldsmediation.com at least five (5) days in advance of the mediation, to allow adequate time to review. Please also cc my case manager, Mariana, at casemanager@reynoldsmediation.com.

Please contact our office if you have any questions about the policies outlined in this engagement letter. If you object to any terms of this letter, please contact me in writing within 5 business days of the email conveying the letter. Otherwise, all terms shall be deemed accepted by the recipients, their clients, and anyone attending the mediation with them. Commencement of mediation and engagement of the mediator are with the express understanding and agreement of these terms. Thank you.



Bryan Reynolds
Mediator