

Mediation Services Jose Trujillo CRP®

1001 West 62nd Ave. # 192

Denver, CO 80216

Date:

To:

From Mediator:

Case #:

Mediation Date:

Location:

In scheduling Mediation services with mediator Jose Trujillo, you agree to be subject to the terms and conditions set forth in the Mediation Agreement signed by you and/or your attorney.

This letter in to confirm that an initial mediation session as been scheduled at the above time and place. If you were ordered by the court to participate in mediation, your participation is mandatory and you must comply with such order. Please be advised you can be found in contempt of court if you fail to participate in the above scheduled mediation session. If this session is not court ordered and has been scheduled on behalf you or the other party, please contact me for direction.

As outlined in the agreement previously signed by you and/or your attorney, the deposit of \$_____. must be received by this office no later than two weeks before your scheduled session. You must pay the deposit by _____,20_____. For all sessions scheduled less than 14 business days, all deposits must be paid within 7 days of your scheduled session. Please remit cashier's check or money order payment to the following address: **Jose Trujillo 1001 West 62nd Ave. #192 Denver, CO 80216.** Please reference your case number as well as the full name of both parties.

Cancellation Policy and No Show Policy:

1. All cancellations must be made no less than 10 business days prior to your scheduled mediation session. For sessions scheduled less than 14 days before your scheduled court date, all cancellations must be made no less than 7 days before your scheduled session. If you cancel your mediation session less than the timeframe stated the cancelling party will forfeit their deposit.
2. If one party fails to show or is more than 30 minutes late, the deposit will be forfeited and you will have to reschedule. The non-compliant party which fails to appear will be charged a \$100.00 reschedule fee. If your court date is scheduled less than 14 days after your missed session, mediation will be cancelled as the result of your actions and notice sent to the court. The parties will forfeit their deposit.

Mediation Preparation:

1. All parties are to bring copies of any court orders, financial documents, and/or any documents that may assist the mediator in resolving the disputed issues.
2. Be prepared to identify and discuss any issues recognized by you or your attorney to be resolved during mediation as they relate to your case.

The contract which was signed by you and/or your attorney will govern the agreement between the parties and the mediator. Please refer to your copy of the contract for further clarification. If you have questions please ask you mediator before start of your first session.

I appreciate the opportunity to assist you in this matter and will work to provide professional service in resolving your issues at dispute.

Sincerely,

Jose Trujillo