



**DENNIS**  
RESOLUTIONS

**Craig A. Dennis**

*Office* 850.988.7122

*Email* craig@dennisresolutions.com

*Website* dennisresolutions.com

September 12, 2025

attorney@plaintifflawfirm.com  
Plaintiff Attorney, Esq.  
Plaintiff Law Firm, P.A.

attorney@defendantlaw.com  
Defendant Attorney, Esq.  
Law Office of Defendant Attorney, PA

**Re: Plaintiff v. Defendant  
Case No.**

Dear Counsel:

Thank you for selecting me to serve as mediator for the above-mentioned matter. This letter confirms that a full day video conference mediation is set for **February 9, 2026**, via Zoom. Please notify our office immediately if there are any corrections or if more time is anticipated. Our office will provide counsel with the Zoom invitation and details for mediations conducted via Zoom. It is counsel's responsibility to provide this information to your clients to ensure they are prepared for a mediation conducted via Zoom.

**Date: September 3, 2026**  
**Time: 09:00 am EST**

Please confirm the date and time of the mediation with your clients. 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:** The mediation fee is calculated based on the hourly billing rate as detailed below. My fee will be divided equally among participating parties unless alternative arrangements have been made before the mediation's conclusion.

2 Parties: \$225 per party, per hour  
3 Parties: \$175 per party, per hour  
4+ Parties: \$150 per party, per hour

**Minimum Fee:** When reserving a full-day mediation, an eight-hour (8) minimum will apply, and for a half-day mediation, a four-hour (4) minimum will apply.

**Invoices:** Following the mediation, unless the parties agree otherwise, each party will receive an invoice for their portion of the mediation fee. Payment is due upon receipt and should be made in accordance with the instructions on the invoice.

**Responsibility for Mediation Fees:** 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, and we reserve the right to take appropriate actions including filing motions with the presiding court in the event prompt payment is not received. 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.

**Cancellation Policy:** In the event of a cancellation, our office must be notified via email at least five business days in advance for that particular mediation or arbitration in order to avoid the minimum fee. Please note that for us to remain neutral, it is our policy to bill all parties equally for their portion of our minimum fees regardless of which party cancels a session or why it was canceled, even if it is being rescheduled, has settled, or one side is still willing



to move forward.

**Mediation Statements and Materials:** So that I can familiarize myself with the facts and issues in this case, I request that each party provide me with a short statement, at least three (3) days prior to the scheduled mediation. I will, of course, treat the statements as confidential. Please send your summary via email to [craig@dennisresolutions.com](mailto:craig@dennisresolutions.com) and copy my case manager at [casemanager@dennisresolutions.com](mailto:casemanager@dennisresolutions.com).

I look forward to working with you toward a resolution of this claim and if you have any questions, please do not hesitate to contact my office.

A handwritten signature in black ink that reads "Craig A. Dennis". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Craig A. Dennis  
ATTORNEY | MEDIATOR