

Robert Scola ADR Services, P.A.

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Miami, FL 33133
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Scola@robertscola-adr.com

Date

Sent via email to:

John Doe, Esq.

ABC Law Firm

Miami, Florida 33131

Re: abc v. def

Case No.: 12345

Dear Counsel:

This will confirm that you, on behalf of your respective clients (the "Parties"), have retained former United States District Judge Robert N. Scola, Jr. of Robert Scola ADR Services, P.A. to mediate the dispute referenced above.

The mediation is scheduled for _____ at ____ a.m. at the law offices of Coffey Burlington, located at 2401 South Bayshore Drive, Penthouse One, Miami, FL.

Scola, through the P.A., charges \$1,500 per hour with a 10-hour minimum, which covers all preparation time (review of file and

mediation statements) and 8 hours of mediation from 9:00 a.m. to 5:00 p.m.

A non-refundable retainer of \$15,000 is due ten (10) days prior to the mediation date and if not received, the mediation will be canceled.

Any additional hours of the mediation will be charged at \$1,500 per hour and shall be due and paid for within seven (7) days of the mediation date.

Although the retainer is non-refundable, if for a valid reason the mediation needs to be rescheduled, the fee will be applied to the rescheduled date.

Counsel is responsible for payment of all fees and costs, and we will not be required to look to the Parties for payment.

The mediation will proceed as provided by Fla. R. Civ. P. 1.720 and Fla. Stat. §44.1011, et seq., except as modified by this Agreement or any court order.

The Parties acknowledge that Scola is acting solely as a neutral mediator; that he will not be providing any Parties with any advice or counsel (though he may “evaluate” each side’s case); and that he owes no duty to any Parties other than to use his best efforts to assist in resolving the case.

Assuming the terms and conditions herein are acceptable, please execute and return this letter on behalf of the Parties.

I appreciate the trust and confidence you have placed in me and will make every effort to assist you in amicably resolving this case.

Sincerely,

Accepted by:

Robert N. Scola Jr.
