



CHARLES N. CASTAGNA
MEDIATION

Office 727.754.2089 | Email cnc@castagnamediation.com | Web castagnamediation.com

January 14, 2025

Plaintiff Attorney, Esq.
Attorney Firm P.A.
plaintiff@attorney-firm.com

Defendant Attorney, Esq.
In-house
attorney@in-house.com

Case Name: This v. That, Inc.

Case No.:

Dear Counsel:

Thank you for selecting me to mediate this matter for you. This will confirm you have scheduled a session at the date and time set forth below. This letter contains the terms of our agreement for mediation services.

Date: **January 28, 2025**
Time: **9:30 am EST**
Duration: **full day reserved**
Location: **By Video Conference**

Mediation Fee: Mediations will be billed at the following hourly rates:

Two Parties - \$250 per hour per party
Three Parties - \$200 per hour per party
Four + Parties - \$175 per hour per party

To avoid confusion, a “party” is defined as all parties who are represented by the same counsel. All fees are calculated using the per hour rate above, and all invoices are due upon receipt. Following the conclusion of the mediation, each party will be billed for their portion of the fee, unless the parties agree otherwise. Payments should be made in accordance with the payment instructions on the invoice.

Minimum Mediation Fee: A minimum fee of 4 hours will be charged for all half day mediations, and a minimum of 8 hours will be charged for all full day mediations. Preparation and post-mediation time will be billed at the same rate. All mediation fees will be divided equally among the parties unless otherwise agreed, or ordered by the court.

Responsibility of Payment: Please understand that I do not have a relationship with your client. I accepted this matter based on our professional relationship with you as counsel, and therefore consider counsel responsible for timely payment of all mediation fees.

Charles N. Castagna

Charles N. Castagna Mediation, Inc.

Federal Mediator | Florida Supreme Court Certified Circuit & Family Mediator

Cancellation Policy: If it becomes necessary to cancel or reschedule the mediation for any reason, please notify my office in writing prior to January 2, 2025 at 5:00 pm EST in order to avoid the minimum fee.

Please note that in order for us to remain neutral, it is our policy to bill all parties equally (unless otherwise agreed to) for their portion of the minimum fee, regardless of which party cancels a session or why it was cancelled. This is to ensure I am fairly compensated for the time I reserved for this mediation, which typically cannot be filled by another matter on such short notice.

Pre-Mediation Submissions: I encourage all parties to submit any materials they would like me to review prior to mediation. This will provide me with an understanding of the nature of the dispute and help me make the mediation session as productive as possible.

The mediation will be governed by all pertinent Federal (including Local) Rules related to mediation, Section 44.102-44.406, Florida Statutes, and Rules 1.700-1.780, Florida Rules of Civil Procedure, and the Florida Rules for Certified and Court Appointed Mediators.

If you have any questions about this engagement or my services in general, please do not hesitate to contact me or my case manager at casemanager@castagnamediation.com.

Once again, thank you for trusting me to help resolve this dispute. I look forward to working with you and your clients/representatives.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Castagna", with a long horizontal flourish extending to the right.

Charles Castagna, Esq.