Confirmation of Mediation
(to both parties)

Dear _____:

This is to confirm that the mediation session concerning the property located at _____ _____has been scheduled for _____ at _____ and will be held at_____.

It is important that there has been a full exchange between the parties of all relevant documentation prior to the mediation session. This will ensure that the parties have the information necessary to fully evaluate their respective positions.

Please be advised that if you choose not to have an attorney present during mediation, the Department of Transportation will not have an attorney present.

It is recommended that the owner or the owner's counsel and the Department of Transportation's representative confer at least one week before the scheduled mediation to confirm their respective negotiated positions to date and to identify any further documents or information needed. This will avoid any unnecessary disagreement at the mediation session concerning what offers and counteroffers have been made or what additional information, if any, is needed.

The Transportation Department's representative in this mediation is _____, telephone number _____.

It is imperative that the owner be present for the mediation. The owner is permitted to have counsel present at the mediation or may make arrangements to have counsel available by telephone throughout the mediation. The owner is welcome to have other representatives and family members present at the mediation as well.

Accompanying this letter is the Agreement to Mediate which you are to sign and return to the mediator at the mediation.

If you have any comments, objections or questions concerning the agreement to mediate or other questions about how to prepare for the mediation or about what happens in mediation, please call me at _____. Please do not wait until the mediation session to raise any questions about the procedure. If there is problem with the scheduling of the mediation, please call.

Sincerely,

Mediator