



3941 Legacy Dr. Suite 204 Box 309  
Plano, TX 75023  
www.watsonmediations.com

Tele: (214) 519-9519  
Fax: (214) 856-8227  
ewatson@watsonmediations.com

Dear Mediation Participants:

You are confirmed. The location of the mediation will be on Zoom due to the current global pandemic. An invitation to the Zoom mediation will be sent in a separate email that details the date and time of the mediation.

The cost of mediation is \$600 for a half day mediation and \$1200 for a full day mediation. Half day mediations are allocated for a four-hour block of time and full day mediations are allocated an eight-hour block of time. Each party will be charged an additional \$150 for each hour the mediation runs over the allocated time. The total mediation time includes the time necessary to draft the mediated settlement agreement. Payment may be made at [www.watsonmediations.com](http://www.watsonmediations.com).

Payment for mediation should be tendered to the mediator at no later than 14 days after the date of this letter or 72 hours before the date of mediation, whichever is earlier. Mediation may be canceled or rescheduled no later than 72 hours prior to the mediation. Cancellation or rescheduling within 72 hours of the mediation date will result in the forfeiture of the mediation fee.

The parties are encouraged to exchange all of the discovery, inventories and documents necessary to facilitate mediation. Parties are encouraged to send the mediator all of the documents they believe necessary to facilitate mediation no later than 72 hours prior to mediation. Those documents shall be reviewed prior to the commencement of mediation.

Only the parties and their attorneys will be allowed during the mediation. Please make sure that you are in a quiet place with a good Internet connection so that you may actively participate in the mediation.

Please let me know if you have any additional questions.

Sincerely,

Electra Watson