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EST. 1932

LICENSED TO PRACTICE IN NORTH DAKOTA AND MINNESOTA

INSERT DATE

Name
Address
City

Re: Mediation
Our File No.

Dear Attorneys:

This will confirm mediation, in the above-mentioned matter, will be held on Thursday, November 1, 2018, at 9:00 a.m., here in our office.

My rate is \$325 per hour plus expenses, and is generally paid by each party paying one-half of the charges unless you agree otherwise. I require a retainer of \$1,500.00 to be paid prior to the start of mediation, and is also generally paid by each party paying one-half of the retainer unless you agree otherwise.

Please forward in advance any information that you feel would be beneficial. It will be treated in a confidential manner.

The more information we have at the mediation, the more likely it will be successful. For example,

1. A draft of a stipulation expressing the terms of an offer, whether you have made the offer or not, is helpful in the process and helps us save time.
2. In cases involving division of assets and debts, a listing of the assets and debts either with just your side's values or with both such as in an 8.3 statement in North Dakota cases, is helpful.
3. In cases with extensive lists of assets and debts, having a spreadsheet which will do the math for us is helpful. This might be under Equal Shares, Partus or just a custom built spreadsheet. (And if the parties agree on a mutual format prior to the mediation that is helpful as well).

I am attaching a Mediation Agreement that will be signed at the mediation.

If you have any questions or concerns, please do not hesitate to contact our office.

Very truly yours,

SCOTT D. JENSEN
sjensen@camrudlaw.com

SDJ/tle
Enclosure