**HOLLY B. CHERNOFF**

Attorney / Mediator

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 Family Law Practice (239) 261-6560

 Pre-Nuptial Agreements

 Estate Planning & Probate Administration **Fax**

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RE: Mediation Appointment

Dear clients:

 This letter will confirm that I will act as mediator for the above-referenced Family Law matter. It is my understanding that first session for this mediation is presently scheduled for \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_.m. at my office.

 Enclosed you will find the following:

 1. Information forms for each of you.

 2. Financial Affidavits - one each

 3. Mediation Agreement

 Please complete the Information forms prior to your first appointment and a draft of your financial affidavits as soon as possible because to have an effective meeting, you will need to know the extent of your assets, liabilities and income. As a guide, you should know your monthly and yearly income and a list of your assets and liabilities (bank account totals, home, cars, credit card debts, outstanding mortgage amounts, loans, etc.). The Financial Affidavit is a good tool for that. You may be asked for documentation from your spouse if discrepancies are noted. You will need to have a completed Financial Affidavit on the date of your signing your Mediation Agreement and other documents for the court.

 The fee for mediation is $350.00 per hour to be paid at the beginning of each session as follows:

 1st Session: $700.00 scheduled for up to two hours;

 2nd Session: $700.00 scheduled for up to two hours (if needed);

 $350.00 deposit for up to one hour of time of preparation of settlement agreement.

3rd Session: $350.00 scheduled for one hour or whatever time is needed for execution of documents.

 The above schedule is an estimate only. Due to the simplicity or complexity of your case, it may take more or less time and therefore cost more or less fees. All time is billed at $350.00 per hour.

The fee for the mediator **does not include Court costs**.

 Should you cancel your appointment without sufficient notice (1 week), then an advance deposit of $350.00 will be requested to reschedule and hold that new date.

 If either of you has any questions regarding these matters, please feel free to contact me. I am looking forward to working with both of you and your clients in reaching an amicable and fair resolution of this matter.

***Ours is a “fragrance free” office. Out of respect for those who are sensitive or allergic, please refrain from wearing scented perfumes, colognes or lotions***.

 Sincerely,

 /S/

 Holly B. Chernoff

HBC/bc

Enclosure as stated

 Website: Hollychernoffmediator.com

 Email: Hollychernoffmediation@gmail.com