

DATE

NAME

Attorney at Law

STREET ADDRESS

CITY, TX. ZIP

RE: DCAP MEDIATION

Dear M_. _____,

This letter is to inform you that the following case has been scheduled for DCAP mediation on _____. This is the day that you have graciously volunteered to mediate for us.

Cause number: _____

Style: _____

Petitioner Attorney: _____ Phone: _____

Respondent Attorney: _____ Phone: _____

Please arrive at 9:00 A.M. at the DCAP mediation office located at 512 W. Hickory, Ste. 202 in Denton, TX.

Live pleadings, inventories, etc... have been requested from each side to be provided to you at least 5 business days prior to the set mediation date. If you do not receive these materials, please contact the attorneys and request your material.

Lunch will be provided free of charge from your choice of Giuseppe's, The Greenhouse, or NY Subway.

If you have any questions, please contact Michelle Houston or Heidi Bidstrup at 940-320-1500.

Sincerely,

Michelle Houston, DCAP
Denton County Alternative Dispute Resolution Program