

DATE

NAME

Attorney at Law

STREET ADDRESS

CITY, TX. ZIP

Re: Last Name on Case / Cause No. XXXX-XXXXX-XXX

Dear M\_. \_\_\_\_\_,

The above-named case has been set for mediation on MONTH DAY, 2006. A deposit of \$150.00 per side is due upon receipt of this letter in order to reserve your mediation date. Please notify the D.C.A.P. office for any reason of cancellation at least five calendar days prior to the date of mediation. Five calendar days are counted by Texas Rules of Civil Procedure, Rule 4. There is no three day extension for mail or fax notification. In the event of a cancellation that is within five business days of the scheduled mediation date, the deposit will not be refunded. Half-day mediations are available at the Full-day rate indicated on the court order and will begin at 9 a.m.

This case has been assigned a level \_\_\_\_\_. The mediation fee of \$\_\_\_\_\_ will be charged to each party per the court order. Only cash and checks will be accepted. Please make your checks payable to: DCAP.

The Petitioner AND Petitioner's attorney are scheduled to arrive at 9:00 a.m. The Respondent AND Respondent's attorney are scheduled to arrive at 9:30 a.m. It is requested that the mediator arrive at 8:50 a.m. The mediation will take place at our D.C.A.P. office located at 512 W. Hickory, Ste. 202, Denton, Texas 76201.

The DCAP Mediation portion will end promptly at 5 PM. If the case has not been resolved at that time, there are four choices:

- 1) An impasse is called
- 2) The mediator and the parties agree to continue the mediation past 5 pm. The parties will be required to pay cash or check for any additional time given by the mediator at his/her hourly rate at the conclusion of the evening.
- 3) The remainder of this mediation session is scheduled with the mediating attorney at his/her hourly rate on a different day, if the mediator and the parties agree to continue the mediation.
- 4) Another day of mediation is scheduled through the D.C.A.P. office at the same rate indicated on the court order.

**All Live Pleadings, Inventories, Temporary Orders, or any other document relating to this case should be sent to the Mediator at least 3 business days in advance of the scheduled mediation date.**

Mediator: \_\_\_\_\_  
Law Office of \_\_\_\_\_  
STREET ADDRESS  
CITY, TX. ZIP CODE  
PHONE NUMBER  
Fax: \_\_\_\_\_

Lunch will be provided for the Mediator, the Petitioner, the Petitioner’s attorney, the Respondent, and the Respondent’s attorney. If any other person is present for mediation, they may order from the same menu. \$10.00 in cash or check will be collected at the time lunch orders are taken for each additional person.

If you have any questions, please call Heidi or Michelle at 940-320-1500. We look forward to supporting your efforts to resolve this case.

DIRECTIONS FROM 35E/DALLAS:

Take I-35 North (towards Denton)  
Exit and Turn Right onto Ft. Worth Drive / HWY 377  
Ft Worth drive will turn into Carroll Blvd. Stay on it.  
Turn Left onto Oak St.  
Turn Left onto Williams St. (The first street once on Oak St.)  
Turn Left onto Hickory St.  
Turn Left immediately into our parking lot.  
We are on the 2<sup>nd</sup> floor of the tan Hayes, Berry, White & Vanzant building on the corner of Hickory and Carroll Blvd. across the hall from Chicago Title. Look for the big blue sign.  
Our office may be reached by taking the stairs located outside on the south side of the building or the elevator located inside on the 1<sup>st</sup> floor.

DIRECTIONS FROM 380

Take US-380 West which becomes University Dr.  
Turn Left ontp Carroll Blvd.  
Turn Right onto Oak St.  
Turn Left onto Williams St. (The first street once on Oak St.)  
Turn Left onto Hickory St.  
Turn Left immediately into our parking lot.  
We are on the 2<sup>nd</sup> floor of the tan Hayes, Berry, White & Vanzant building on the corner of Hickory and Carroll Blvd. across the hall from Chicago Title. Look for the big blue sign.  
Our office may be reached by taking the stairs located outside on the south side of the building or the elevator located inside on the 1<sup>st</sup> floor.

Sincerely,

Michelle Houston, Executive Director  
Denton County Alternative Dispute Resolution Program

Cc: \_\_\_\_\_ (Mediator) & \_\_\_\_\_ (Petitioner’s Attorney)