

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 DATE. 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 8:45 a.m. The mediation will take place at our D.C.A.P. office located at 512 W. Hickory, Ste. 202, Denton, Texas 76206. **\*\* (Please note our change of address.) \*\***

Mediation will end promptly at 5 PM. If the case has not been resolved by then, there are three choices:

- 1) An impasse is called
- 2) The remainder of this mediation session is scheduled with the attorney that has conducted this mediation at that attorney's rate.
- 3) Another day of mediation is scheduled through the D.C.A.P. office at the same rate.

This case has been assigned a level 3 for mediation. The mediation fee of \$900.00 will be charged to each side per the court order. Only checks and cash will be accepted. **A deposit of \$900.00 per side is due upon receipt of this letter in order to reserve your mediation date. If the deposit is not received at least five days in advance of the date of mediation, this mediation will be removed from the DCAP schedule.** 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, Section 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.

**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, but they must pay an amount of \$10.00 per person separately.

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:**

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.  
Turn Left onto Hickory St.  
We are on the 2<sup>nd</sup> story of the tan building on the corner of Hickory and Carroll Blvd.  
Our office may be reached by taking the stairs located outside on the south side of the building.

Sincerely,

Heidi Bidstrup  
Administrative Coordinator  
940-320-1500  
hbidstrup@dentonbar.com  
Fax: 940-320-1502

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