



Middle Ground Mediators

Middle Ground Mediators, LLC

205 Norcross Street, Roswell, GA 30075

NOTICE OF MEDIATION

TO: All Participants in Mediation

RE: [Mediation Matter]

To Whom It May Concern:

MiddleGround Mediators, LLC is pleased to be retained to mediate the above matter on behalf of the parties involved. A neutral mediator shall be appointed to handle your matter. If any party wishes to submit a position statement or other documentation for the neutral to review prior to mediation, and a party believes that it may be helpful toward resolution, please send to MiddleGround Mediators, LLC located 205 Norcross Street, Roswell, GA 30075. Please identify the matter on a cover sheet. Any mediation shall be conducted at a time and place mutually agreed to by the participants. The claimants or their representatives must attend the mediation. Defendant(s) or their representatives, with full settlement authority, must also attend mediation. It is imperative that counsel in this case confer to ensure that persons necessary to the settlement be present or at least be on telephone or email alert with full settlement authority.

For your information, directions to our offices can be obtained via Google and the following directions:

From Downtown Going North:

Take I-85 North to Ga 400 North. Take Ga 400 North to Holcomb Bridge Road (Exit 7). Take the Exit 7(B) toward Roswell. Take Holcomb Bridge Rd. to Grimes Bridge Rd. Turn left onto Grimes Bridge Rd. until you reach a round-a-bout. Take the first Exit on the Round-a-bout onto Norcross St. Continue on Norcross St. until you reach 205 Norcross Street, Roswell, GA 30075.

From North Georgia Going South:

Take Ga 400 South. Take Ga 400 South to Holcomb Bridge Road (Exit 7). Take the Exit 7 and turn Right toward Roswell, GA. Take Holcomb Bridge Rd. to Grimes Bridge Rd. Turn left onto

Grimes Bridge Rd. until you reach a round-a-bout. Take the first Exit on the Round-a-bout onto Norcross St. Continue on Norcross St. until you reach 205 Norcross Street, Roswell, GA 30075.

If you have any questions about directions, please give our receptionist a call at the number (770) 551-9310 and ask for MiddleGround Mediators, LLC and directions.

The fee for mediation is \$250.00 per hour, in total, divided at \$125.00 per hour between the two participating parties or as the parties otherwise agree. It is understood that this fee and any other expenses or costs are due at the conclusion of the mediation, and our contract for services is with both the attorneys and the parties. All position papers and statements shall remain confidential unless and until a party instructs the neutral to disclose same.

The parties shall be required to sign a mediation agreement and confidentiality agreement the day of mediation.

If a party has any questions, feel free to call the receptionist or email the neutral at khilbert@hilbertlaw.com or fac to the neutrals attention at (770) 551-9310.

With best personal regards,

MIDDLEGROUND MEDIATORS, LLC

/s/ Kurt R. Hilbert

By:

KURT R. HILBERT

Managing Member/Neutral Mediator