

# COVER LETTER TO COUNSEL/*PRO SE* PARTIES COURT LETTERHEAD

DATE

Name  
Address  
City, State, Zip Code

CASE NAME AND DOCKET NUMBER

Dear [Name]:

Enclosed is an Order of Referral to Mediation. Please read the terms of the order carefully. Compliance is required. In accordance with the order, you may designate the mediator of your choice within 14 days of the entry of this order. In the event you do not notify the court within 14 days of the entry of the order of your selected mediator, the mediator designated by the court in paragraph 2B will serve. The case may be removed from mediation only upon good cause shown on notice of motion.

This program is in direct response to public concerns that litigation is too often an extremely costly and protracted means to resolve disputes. Although most cases settle, it is only after the expenditure of substantial fees and after long delays. All indications are that early mediation - a process that brings parties together in search of a mutually beneficial resolution, aided by a trained, neutral facilitator - can resolve most cases quickly, fairly, and at reduced costs, producing client satisfaction. Please note that the services of a mediator on the court's Civil Mediator Roster are at no cost to the litigants for the first two hours, after which the process may be terminated by either party at will. A list of mediators on the Civil Mediator Roster is found at [njcourts.com](http://njcourts.com), under Civil Mediation Resources.

The mediator is authorized to allow for a limited amount of informal discovery on an expedited basis if that discovery will enhance the effectiveness of the mediation process. Please inform the mediator promptly if in your view some limited discovery will be an essential prerequisite to mediation.

It is the responsibility of the lead Plaintiff's attorney to provide the mediator with an initial counsel list and to maintain this list, providing the mediator with any updated information. If you choose a mediator within 14 days of the entry of the referral order, it is the lead Plaintiff's attorney's responsibility to forward a copy of the referral order to the party selected mediator. If you are aware of any other attorneys or *pro se* parties who should be part of the mediation process and added to the service list, please contact the court immediately.

Very truly yours,

[name of Civil Presiding Judge]

Enclosure