

**COVER LETTER TO COURT DESIGNATED MEDIATORS  
COURT LETTERHEAD**

DATE

Name  
Address  
City, State, Zip Code

CASE NAME AND DOCKET NUMBER

Dear [Name]:

Pursuant to the Order of Referral to Mediation (copy attached), you have been designated as a mediator in the above captioned case in the event that the parties do not select another mediator of their choice within 14 days. If the lead plaintiff in the above matter has not contacted you within 18 days of the entry of the order, you will serve as the mediator in the above matter. If there is a conflict, please notify [name to be filled in by ACMS] at [telephone number to be filled in by ACMS] **immediately**. Please note that pursuant to the attached order, you shall hold a telephonic conference with counsel within 35 days of the date of the enclosed order and on 5 days' advance notice to the parties. In accordance with Appendix XXVI of the Rules of Court, at the beginning of the initial in-person mediation session, you shall disclose to the parties in writing on a form prescribed by the Administrative Director of the Courts the specific time at which the free mediation will conclude. That written disclosure shall advise the parties that any mediation continued beyond that time will be billed by you at your market rate as set forth on the court's Mediator Roster. The writing shall also disclose the amount of preparation time you have spent to that point on the case. If the amount of preparation time by you exceeds one hour and if you intend to charge the parties for that additional preparation time beyond the one free hour in accordance with Guideline 15 should they agree to continue with mediation on a paying basis, then in that written disclosure you must so advise the parties prior to commencing the initial mediation session. Any such charged additional preparation time will be billed by you at your market rate as set forth on the court's Mediator Roster. The form of the Disclosure is found at njcourts.com under Civil Mediation Resources. Please notify [name to be filled in by ACMS] immediately upon the settlement or upon unsuccessful completion of the mediation of this case and submit a Completion of Mediation form. The form may also be found at njcourts.com, under Civil Mediation Resources.

If you have any questions, please feel free to call the Mediator Facilitating Committee. Information regarding the Mediator Facilitating Committee can be found at njcourts.com, Civil Mediation Resources. Thank you for your willingness to serve in this very important program.

Very truly yours,

[name of Civil Presiding Judge]

Enclosure