

**SUPERIOR COURT OF NEW JERSEY
LAW DIVISION**

**DISCLOSURE CONCERNING EXCESS MEDIATOR PREPARATION
TIME**

Re: _____
(Name of Case)

(To be read aloud at beginning of initial mediation session before the one free hour starts)

In accordance with Guideline #2 of the *Guidelines for the Compensation of Mediators Serving in the Civil Mediation Program* (Appendix XXVI to the Rules of Court), this document is being read aloud to all participants prior to the start of the first mediation session in the above-noted case.

As noted in the Order of Referral to Mediation and except as otherwise expressly agreed (attach confirming letter), I must provide two free hours of mediation services, which must include at least one hour of free time today and at least one hour of preparation time.

If the matter is not resolved today in less than one hour or if you do not terminate the mediation within the first hour today, Guideline #2 authorizes me to charge the parties for any excess preparation time.

From an examination of my attached itemized bill, it is clear that after subtracting the one hour of free administrative and preparation time, I have spent _____ in excess preparation time and my hourly charge is \$_____.

Conversely, if the mediation ends today before the expiration of one hour (*i.e.*, _____ o'clock), there will be no charge for my services.

Dated: _____

S/- _____

Mediator

S/- _____

(Please print name)

(Please print name)
