

JUDICIAL DISPUTE RESOLUTION

1425 Fourth Avenue, Suite 300 Seattle, WA 98101
206-223-1669 FAX 206-223-0450

MEDIATION MATERIALS

- ❖ Your written submittal must include a cover sheet with the date of the mediation, the case name and the name of the mediator.
- ❖ Written material should be submitted to the mediator at least three working days prior to the scheduled mediation.
- ❖ JDR mediators encourage counsel to exchange their written materials. A confidential letter to the mediator may be submitted, also.
- ❖ The mediation letter should be no longer than ten pages, plus attachments.
- ❖ Your mediation letter may be delivered, faxed or emailed to JDR.
- ❖ If you email your mediation submissions, you must email to mediationsubmissions@jdrllc.com as well as to the panelist. You should indicate if a hard copy is to follow. The staff member who receives the mediation submissions will send a response email confirming receipt. If you do not receive a confirmation email, please call 206-223-1669.
- ❖ Mediation letter attachments *under* 30 pages in length may be emailed. Attachments *over* 30 pages in length must be submitted via hard copy.

Charles S. Burdell, Jr. burdell@jdrllc.com	George Finkle finkle@jdrllc.com	Larry A. Jordan jordan@jdrllc.com
Steve Scott scott@jdrllc.com	William W. Baker baker@jdrllc.com	Paris K. Kallas kallas@jdrllc.com

Mediation preparation materials submitted to the mediator will be *shredded* at the conclusion of the mediation. If you would like your materials back, please contact our office before the mediation to make arrangements to pick them up.

Mediation Scheduling: Call the main line 206-223-1669 or email mediation@jdrllc.com	
Attendee Questions/Special Equipment needs: Elizabeth Willoughby Client Coordinator Main Line: 206-223-1669 willoughby@jdrllc.com	Billing Questions: Alonah Igama Legal Billing Specialist Direct: 206-442-1682 igama@jdrllc.com

Arbitration Coordinator/Case Administrator: Beth Forbes DD: 206-442-1683 forbes@jdrllc.com	