

December 25, 2022

Plaintiff Information

Defendant Information

Re: Cause No. 1234; Plaintiff v. Defendant; In the 190<sup>th</sup> District Court, Harris County, Texas

Dear Counsel:

Thank you for selecting me to serve as your mediator for this case. By agreement of the parties herein, you are confirmed for half-day mediation, as follows:

Date: January 1, 2023  
Time: 1:00 pm Central Time  
Location: Via Zoom

The cost to each party for this half-day mediation will be \$850.00 per party. All parties represented by the same attorney or law firm are considered a single "party." I ask that a check be made payable to Comeaux Mediation. The Federal Tax Identification Number is 27-3885957 and a copy of the firm's W-9 form is attached. Our office will also send an invoice to all counsel, under separate cover.

Ahead of the mediation, I would appreciate if you would send me a short confidential memo outlining your position, along with the names of all attendees for your side. I do not have a specific preferred format, however, it helpful to know the trial date, discovery status, nature of the underlying dispute, the plaintiff's claimed damages and prior settlement history. I will also endeavor to review key pleadings on the district clerk's website.

In the interim, if you have any questions or comments, please feel free to email me at [danielle@comeauxmediation.com](mailto:danielle@comeauxmediation.com). Also, you may contact my case manager, Laura Wooley via email at [laura@comeauxmediation.com](mailto:laura@comeauxmediation.com) or by phone at (713) 626-0542.

I look forward to working with you.

Yours very truly,

**/s/ Danielle C. Comeaux**  
Comeaux Mediation  
E: [danielle@comeauxmediation.com](mailto:danielle@comeauxmediation.com)

Enclosures

**Laura Wooley**

Comeaux Mediation Lead Case Manager

E: [laura@comeauxmediation.com](mailto:laura@comeauxmediation.com)

O: 713.626.0542 | F: 713.877.8587

W: [comeauxmediation.com](http://comeauxmediation.com)