



Pre-Mediation Letter

Dear Counsel:

I am delighted to have the opportunity to assist you in resolving your dispute. To streamline the mediation process and make it go well for everyone here are a few guidelines:

Participants

Please make sure that all parties and important decision-makers attend the mediation, including insurance adjusters. In my experience, the absence of any key participant significantly reduces the likelihood of a settlement. If your client or a key decision maker cannot attend the mediation, please let me know as soon as possible so we can advise all parties and address the issue.

Contact Information

Feel free to contact me via my office email or by phone/text to my cell phone. My email address is judgestormes@judicategwest.com. My cell phone number is (619) 890-5392. Please give me your cell phone as well so we can communicate with one another before and after business hours.

Pre-Mediation Conference

To familiarize myself with your case, I like to schedule a Pre- Mediation Conference by telephone, with counsel for each side separately. Normally, I schedule these phone conferences on the Monday before your mediation as I keep that day open for such conferences. My case manager, Susi Bush, will be in touch to schedule a mutually convenient time for the conference. If Monday does not work for your schedule, we will make every effort to find an alternative date and time.

Exchange of Mediation Briefs and Confidential Information

I encourage parties to exchange mediation briefs and other information in advance of the mediation. I prefer briefs that are **ten pages or less, and I would like to have them by the Friday before your Monday Pre-Mediation Conference call.** You are welcome to email me any confidential information you do not want to share with the other parties. As for content, I suggest a concise summary of the case with a chronological recitation of the facts, a short analysis of the applicable law, and a summary of any prior settlement discussions. Please do not forget to include a damage's analysis even if your primary focus is liability.

EXHIBITS

You should bring all relevant documents to the mediation; however, it is best to attach to your mediation brief only those documents (or key pages from lengthy documents) that you really want me to carefully review.

WHERE TO SEND: Please email your mediation brief – in either PDF or WORD format – to judgestormes@judicategwest.com, with a copy to my Case Manager, Susi Bush, at susi@judicategwest.com.

Logistics: If you have any logistical questions or problems, please contact my Case Manager, Susi Bush, at Judicate West – (619) 814-1966, ext. 4111.

Sincerely,

Hon. Nita L. Stormes
United States Magistrate Judge (Ret.)
Judicate West, San Diego
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