



NASSAU COUNTY BAR ASSOCIATION

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TO: Administrator, Nassau County Bar Association Mediation & Arbitration Panels

MEDIATION SUBMISSION

We, the undersigned, hereby request mediation under the Mediation Rules of the Nassau County Bar Association Mediation and Arbitration Panels, the receipt of which is hereby acknowledged, in connection with the following (please briefly describe the nature of the matter or issues to be mediated and provide a case caption, if applicable):

Attach additional sheets if necessary.

It is agreed and understood that:

- (1) the above-described matter shall be assigned for mediation to a Mediator who is a member in good standing on the roster of mediators of the NCBA Mediation and Arbitration Panels.
- (2) that each of the mediation participants will abide by and comply with the Rules, including submitting a \$2,300 aggregate fee payable to the order of the Nassau County Bar Association, which consists of \$500 nonrefundable administrative fee and a deposit of \$1,800 to be applied toward the Mediator's fees, pursuant to the Rules at MED-17.

(3) neither the Mediator nor the Bar Association of Nassau County, N.Y., Inc. (including Panel Administrator) shall be held liable to any of the parties for their acts or conduct pursuant to the Rules.

(4) it is the responsibility of the party or parties who initiate the mediation, and not the Bar Association or the Panel Administrator, to commence the mediation in accordance with law and/or the parties' agreement to mediate (if any). If the parties already have an agreement to mediate, attach a copy.

(5) this form may be signed in counterpart.

DATED: _____

Name of Party: _____

Name of Counsel: _____

Firm: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Name of Party: _____

Name of Counsel: _____

Firm: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

An executed copy of this request, together with payment as set forth herein, must be sent to the NCBA ADR Administrator, Nassau County Bar Association, 15th & West Streets, Mineola, NY 11501, along with the fees and requested documents.