



## Senior Legal Hotline

444 North Street, Suite 312 ♦ Sacramento, CA 95814

Telephone: (916) 551-2140 ♦ Toll-free: (800) 222-1753

Fax: (916) 551-2197 ♦ [www.seniorlegalhotline.org](http://www.seniorlegalhotline.org)



Date

Second Party

Address

State, Zip Code

Re: Mediation with Party 1

Dear Party 2:

Party 1 recently contacted the Senior Legal Hotline (SLH) regarding **dispute**. SLH provides free legal assistance to seniors 60 years of age and over. The hotline referred the concern to our Mediation Department, since we thought it might be beneficial to have a mediator intervene to see if the situation can be resolved informally.

The SLH Mediation program allows parties to resolve disputes in an informal manner without the necessity of going to court or pursuing other legal action. The process is free and takes place entirely by telephone. The process is voluntary. Nobody can force you to participate. Mediation involves an unbiased individual, the mediator, facilitating communication between two disputing parties. The mediator does not serve as an advocate for either party. With the SLH Mediation program, the mediator can facilitate a conference call between the two parties. A binding legal contract can be created if both parties reach an agreement and sign the agreement. The process is confidential in regards to future court proceedings.

Enclosed is our fact sheet on mediation. We invite you to participate in our mediation process. One of our mediators, \_\_\_\_\_, will contact you \_\_\_\_\_ between \_\_\_\_\_. If you have questions regarding mediation and about participating in our program, you can ask him/her at that time. If you have questions prior to this time, you are more than welcome to contact me at the above number. We hope to assist both of you in resolving this situation.

Sincerely yours,

Sean Rashkis

Program Director, Senior Legal Hotline Mediation Department