



HON. JOHN T. WOOLDRIDGE, LLC

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Dear Counsel/Parties:

Thank you for allowing me the opportunity to assist you with the mediation of your case.

When setting your mediation, please provide to me at your earliest opportunity the following information so that I may complete your mediation registration:

1. The Case Style,
2. Cause Number,
3. Court where suit is filed,
4. Names, phone number and email of all attorneys/pro se's, so that I may send confirming correspondence.

I look forward to working with you on this case. Please timely send me any other pertinent information you think I will need.

With my kindest regards, I am

Sincerely,

John T. Wooldridge