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April 28, 2025

VIA EMAIL ONLY

Kristine Dicke
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RE: *Kreidermacher FENE*; Court File No. 85-FA-24-1792; Our File No. 6458

Dear Counsel:

The Financial Early Neutral Evaluations (“FENE”) is scheduled for **May 14, 2025, from 9:30 a.m. to 12:30 p.m.** to take place via zoom videoconference. **Enclosed** please find my bio and Agreement for Financial Early Neutral Evaluation (“Agreement”) for your review in connection with the above-referenced matter. If there are any concerns about the Agreement, please raise them prior to the first meeting. **In preparation for the FENE please go over the FENE Agreement with your clients and return to us by May 7, 2025.**

Please notify me if there is an Order for Protection and/or DANCO and whether the no contact order has an exception to allow face-to-face meetings during the ENE/Mediation process.

Pursuant to the Court’s Order, each party pays me an hourly rate equal to one-half of their attorney’s hourly rate. Petitioner’s attorney charges \$350.00 per hour and Respondent’s attorney charges \$425.00 per hour. We have scheduled the FENE for three (3) hours, and I anticipate I will have an additional two (2) hours of preparation time prior to the FENE, which includes a ½ hour telephone conference with the attorneys. **I require a deposit of \$875.00 from Petitioner and \$1,062.50 from Respondent by May 7, 2025.** This does not include any additional time from my staff and any additional time over and above the prep time and allotted time period for the FENE. Payment can be made online at <https://secure.lawpay.com/pages/tuftlaw/operating>. If payment is not received prior to the scheduled session, we may cancel the session. Your client will only be charged for the actual fees so, if the actual fees are less, our office will issue a refund and if actual fees are more, payment will be due at the conclusion of the session.

So, that I may fully prepare for the initial meeting, please provide me with the following documentation on or before **May 7, 2025**:

1. The Petition and Answer (if any).

2. Each party's Initial Case Management Conference Data Sheet and other paperwork filed in connection with the ICMC.
3. Any Court Orders that have been issued.
4. The three (3) most recent paycheck stubs for each party, including the last year-to-date pay stub for 2024.
5. Federal and State income tax returns for the past three years with all schedules, W-2's and 1099s.
6. Social Security Statements of earnings and benefits.
7. A list of the parties' assets and debts (e-mail to me an excel spreadsheet, if possible). Bring to the mediation supporting documentation for values of assets and amounts of debts.
8. Any appraisals which have been obtained.
9. Any non-marital tracing exhibits which have been done to support any non-marital claims.
10. Detailed monthly living expenses for each party on the form **enclosed**.
11. Cost of medical insurance for the parties individually and for the minor children.
12. Options and cost for continuation medical insurance for the spouse, if this is an issue.
13. Any other information you have which is necessary for me to assist you in resolving this matter.
14. **Please complete and return the enclosed Confidential ENE Intake Form.**

Please send Excel spreadsheets to me in electronic form, not PDF. Please send all documents to me by email (with copy to my LAA at tracy@tuftlaw.com) and index said documents.

PLEASE COPY THE OTHER SIDE ON ANY EMAILS OR DOCUMENTS YOU SEND TO ME, OTHER THAN THE CONFIDENTIAL INTAKE FORM. NOTE: IF YOU WANT TO PROVIDE A "CONFIDENTIAL" SUBMISSION, YOU MUST NOTIFY THE OPPOSING SIDE A CONFIDENTIAL SUBMISSION HAS BEEN SENT TO OUR OFFICE. IF THIS IS NOT ACCOMPLISHED, I WILL NOT CONSIDER THE SUBMISSION.

Cancellations. If any party needs to change their scheduled appointment, they must do so at least 48-hours in advance. By scheduling the session, the parties agree that they will pay Tuft, Lach, Jerabek, & O'Connell, PLLC ADR Services \$430 if an appointment is cancelled or rescheduled without 48-hour advance notice.

If you have any questions, please feel free to contact me. Thank you for your assistance.

Very truly yours,

TUFT, LACH, JERABEK & O'CONNELL, PLLC



Dan O'Connell
DOC:drd

Enclosures