

SAMPLE Shadow confirmation:

Hi XXXXXXXX,

Please be advised that you have full consent to shadow **XXXXXXXXXX** for the *Smith, Jane vs. John Doe d/b/a Doe John (EDNY)* mediation scheduled for **Tuesday, April 20th, 2021**. This is an Employment matter (case description below.) The virtual session will be starting at **10:00 AM ET for 4 hours**. Zoom information will be sent to you before session date. Please be prepared to meet with the mediator at least 15 minutes prior to start of session. The mediation agreement and pre-mediation submissions will be sent to you shortly. Please coordinate with the mediator in advance as to scheduling of preliminary conference calls and your role as a shadower. A calendar invite for pre-mediation conferences will be sent separately. Please familiarize yourself with the attached shadowing guidelines.

Kindly confirm the receipt of this email so that we may provide you with any further information you may need.

Please feel free to let me know if you have any other questions. Thanks!

Plaintiff complains pursuant to Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000e et seq. ("Title VII"), the New York State Human Rights Law, New York State Executive Law §§ 296 et seq. ("NYSHRL"), and the New York City Human Rights Law, New York City Administrative Code §§ 8-107 et seq. ("NYCHRL"), and seeks damages to redress the injuries he has suffered as a result of being sexually harassed, discriminated, and retaliated against on the basis of his sex/gender (male), resulting in Plaintiff suffering a hostile work environment and being constructively discharged. Specifically, Plaintiff was subjected to a hostile work environment filled with frequent sexually harassing behaviors and inappropriate sexual touching by the General Manager of the Defendant's Grocery Store where Plaintiff was employed. Defendant denies these allegations.

SAMPLE shadow request:

Good afternoon, Counsel

Regarding the above-referenced mediation, scheduled for **Tuesday April 20th, 2021**, we would like your consent for **XXXXXXXXXX** to observe your mediation with **XXXXXXXXXX**. **XXXXXXXXXX** has recently joined the JAMS Panel. The purpose for this request is that **XXXXXXXXXX** will gain training and experience from **XXXXXXXXXX** by observing all aspects of the mediation, listening in on the preliminary conference calls and reviewing mediation submissions.

The mediator to the session, **XXXXXXXXXX**, has indicated that she is amenable to **XXXXXXXXXX** observing the session as long as the parties to the session are also amenable. Therefore, please respond with your accord for **XXXXXXXXXX** to observe at your earliest convenience. She will, of course, respect the confidentiality of the process and sign the confidentiality agreement for the session.

Please let me know if you have any questions or need additional information.

Thank you in advance for your consideration.