

COLLABORATIVE **WRITTEN COMMUNICATIONS AGREEMENT**

I authorize that agendas, meeting notes, drafts of documents and orders may be sent directly and simultaneously to me, the other party, the other party's lawyer, and any allied professional who has signed a participation agreement.

I may send a message to my lawyer, who will not be required or even allowed to forward it to the other party's lawyer, unless my lawyer has my permission to do so.

I understand that I may not send anything to the other party's lawyer, unless the lawyer solicits it as a correction to agendas, meeting notes, draft documents, or draft orders or unless I am responding to a communication from the other party's lawyer. If I am responding to a communication from the other party's lawyer, I will copy my lawyer with a response. Any e-mail I send to the other party's lawyer will be forwarded to the other party or its contents will be orally conveyed to the other party. I also understand that the other party's lawyer may only communicate with me directly on procedural matters, unless my lawyer gives the other party's lawyer permission to communicate with me regarding other matters. Such communications will also be directed or copied to my lawyer and the other party.

I may communicate with my own lawyer or with the other party (who may decide to forward same to his/her lawyer), without forwarding such communications to all parties.

I understand that, to facilitate the process, the collaborative team (the collaborative lawyers, neutrals, and allied professionals, or any of them) may communicate "off record" by e-mail, without copying me or the other party on such e-mail; but if either of the parties is copied, both will be copied.

I understand transferring unencrypted information electronically may or may not be a waiver of my right to privacy, confidential communications, or attorney-client privilege with respect to the content of the electronic communications. I consent to the use of unencrypted e-mail or other electronic communications among my collaborative team members.

COLLABORATIVE
WRITTEN COMMUNICATIONS AGREEMENT

DATE: _____

Client

Client

Email: _____

Email: _____

Attorney

Attorney

Attorney for _____

Attorney for _____

Email: _____

Email: _____

Mental Health Neutral

Financial Neutral

Email: _____

Email: _____