

**UNITED STATES DISTRICT COURT**  
**for the**  
**Eastern District of Pennsylvania**

Chambers of  
LOWELL A. REED, JR.  
Senior Judge

4001 United States Courthouse  
Independence Mall West  
601 Market Street  
Philadelphia, PA 19106-1705  
215-597-0022

March 31, 2010

**Policy on Communicating With the Mediator and Staff**

1. Please remember that my law clerks represent me at all times. Thus, counsel e-mailing, speaking or writing to a law clerk is forbidden, unless you are instructed to do so by the mediator or when the law clerk initiates the contact. You can expect my law clerks to tell me if you contact them and to report to me what you said to them. My law clerks are not authorized to modify or ignore this policy.

2. Unless expressly requested by me or required by law, you shall not, as to cases in mediation, send me a courtesy copy of your letters, e-mails and the like, between and among counsel.

3. You, your employees, colleagues and clients or their representatives shall not e-mail, write or telephone me, my chambers or my law clerks for any reason connected to the case or cases to which I have been assigned as court annexed mediator except when:

- A. requested by the mediator, a member of his staff or when required by law;
- B. (provided contact is not expressly prohibited by this policy); opposing counsel has upon contact and explanation, given permission or expressed no opposition to the moving counsel contacting the mediator or his law clerk for the reasons expressed and provided further that the results of the contact is reported promptly to opposing counsel.
- C. counsel or a witness has an unexpected personal or family emergency or illness which prevents the witness or counsel from appearing in court or attending a deposition, or mediation session, supplying documents, information and the like resulting in an urgent need to contact the mediator or his staff and to forthwith notify opposing counsel of the substance of the problem.

4. Violators of this policy can expect that, among other sanctions or penalties, any and all written or electronically communicated material subject to this policy may be: 1) returned or rejected; 2) discarded or destroyed; 3) the subject of adversarial action by the mediator, a party or a responsible attorney licensing authority.

/s/ Lowell A. Reed, Jr  
LOWELL A. REED. JR.

bcc: The Honorable Eduardo C. Robreno