

MEDIATION FEE SCHEDULE

Effective 01/02/2009

Fees Due	Fee Type	Amount	Comments
Upon Submission	None	No Charge	
Upon Scheduling	Standard Case Management Fee (CMF)	\$150 per party	Non-refundable
	Multi-Session CMF (2 or more sessions)	\$100 per party	Added to Standard CMF; Non-refundable
	Mediation Fee (hourly)*	\$300-\$800 per/hr	Fee split equally among the parties or per agreement

The majority of the mediations are set for half & full days sessions

- **Half Day Rates** consist of five hours inclusive of review and preparation time
- **Full Day Rates** consist of ten hours inclusive of review and preparation time

The case management fee may include the following services and amenities:

- A Case Manager or Coordinator with a minimum of five years industry experience is assigned to manage your case
- Obtain agreement from all parties
- Facilitate the selection of a qualified Mediator
- Case convening
- Document handling & storage through conclusion
- Pre-Mediation Conference Call (PMC)
- Provide conference facilities with administrative & business support including: WIFI, faxes, copiers, computer/printer, projector/TV/DVD plus a friendly & helpful staff
- Variety of complimentary snacks and beverages (plus a "light meal" that will be provided upon request)

* Each Mediator is an independent contractor who sets their own hourly/daily rates and may enforce different case cancellation, continuance and refund policies. Mediators' personal fee schedules are available upon request.

PAYMENT FOR MEDIATOR SERVICES & RETAINER AGREEMENT

The fees for services, other than mediation session time includes, but is not limited to, the review of submitted materials, and post-mediation follow-up (which is inclusive of telephonic and electronic communications as well as intersession review of additional materials, as needed). The latter potential charges are not enforced without consent of the parties. A discretionary **Refundable Retainer** may be charged for anticipated services, which includes the possibility of additional mediation time. The rate for these services is to be shared on a pro rata basis, unless modified by mutual consent of the parties. Parties must advance all fees in order to secure reserved date(s). Any unused time billed as "Retainer" is refundable. **PLEASE NOTE: All Judicate West (JW) invoices are due and payable upon receipt. Our agreement to render services is with the attorney or representative of the parties and payment is and remains the responsibility of the recipient and/or their firm or company until received in full.**

CANCELLATION, CONTINUANCE & REFUND POLICY

All continuances/cancellations must be requested in writing and copied to all parties. If a matter scheduled for less than 7 hours is cancelled or continued 10 days or less from the scheduled mediation date, the mediation fee is non-refundable and due and payable by the party(ies) requesting the action. If a full day case (7 hours or longer) is continued or canceled 30 days or less from the mediation date, full payment for lost time is non-refundable and due and payable. For Mediations scheduled 3 days or longer, 45 days notice is required to avoid any risk of fees for lost time. **No fees will be due for any portion of the vacated time JW can fill.** Multiple continuances by the same party outside the applicable 10/30/45 day policy will result in a \$100.00 continuance fee upon rescheduling. Refunds will be issued on cases cancelled beyond the applicable 10/30/45 day policy, less the non-refundable CMF and preparation time expended prior to cancellation. **PLEASE NOTE: All unused time reserved for Mediation is non-refundable. JW reserves the right to cancel any hearing where all fees have not been received timely.**