

MEDIATION FEE SCHEDULE

Effective 12/1/2010

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

In appreciation of your support in our first year in Northern California, for any matters involving all local Northern California clients, a 50% reduction of all CMFs may be applicable.

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 any of the following value added services and amenities:

- Case management by an industry professional with a minimum of five years experience assigned to your case through conclusion
- Obtain agreement from all parties
- Facilitate the selection of a qualified Mediator and efficient case convening
- Document handling & storage
- Pre-Mediation Conference Call (PMC)
- Provide conference facilities with administrative support and turnkey business center usage, WiFi, projector/TV/DVD plus a friendly & helpful staff
- Variety of complimentary snacks & beverages plus a "light meal" is always available 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-session continued mediation work often conducted telephonically or electronically (this is much more extensive work than standard follow-up which is included at no charge) plus 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.**