

## FEE SCHEDULE

<p><b>Mediation</b></p> <p>Administrative Fee: \$125/Party (non-refundable)</p>	<p><b>Arbitration / Discovery Reference</b></p> <p>Administrative Fee: \$250/Party (non-refundable) Conflict Check / Disclosure Fee: \$200 (non-refundable)</p>
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## CANCELLATION / RESCHEDULING POLICY

	Cancellation	Rescheduling
<p><b>Half Day Matter (5 hours or less)</b></p> <p>Notice of 11-15 days Notice of 10 days or less</p>	<p>\$200.00 Cancellation Fee Full Payment Required</p>	<p>No Charge Varies By Neutral</p>
<p><b>Full Day Matter (more than 5 hours)</b></p> <p>Notice of 16-30 days Notice of 15 days or less</p>	<p>Varies By Neutral Full Payment Required</p>	<p>No Charge Varies By Neutral</p>
<p><b>Multi-Day Matter (2 or more days)</b></p> <p>Notice of 31-45 days Notice of 30 days or less</p>	<p>Varies By Neutral Full Payment Required</p>	<p>Varies By Neutral Varies By Neutral</p>

- Cancellation/Rescheduling fee is to be paid by the party requesting a continuance or cancellation unless otherwise agreed upon.
- Notice of Cancellation/Rescheduling must be submitted to our office in writing.
- Each panelist is an independent contractor who sets his or her own hourly/daily rates. Hourly/daily fees are equally apportioned among parties, unless expressly agreed upon otherwise. Fees are the joint and several obligation of all counsel until received in full.
- The hourly fee for the estimated and reserved hearing time, the administrative fee, and the refundable retainer (for services including, but not limited to, review of submitted materials, pre-hearing conferences, research, analysis, conclusions, preparation of reports) must each be fully paid in advance, prior to the hearing.
- Case management fees apply in cases whose length is three or more days, regardless of whether or not any live hearings take place.