



FEE SCHEDULE AND POLICIES

Thank you for retaining me to mediate your case. My 2011 Fee Schedule and Policies are as follows:

- ◆ Two-party cases: \$120 per hour **per party**.
- ◆ Three-party cases: \$100 per hour **per party**.
- ◆ Four or more parties: \$90 per hour **per party**.
- ◆ There is a two hour minimum charge for all privately scheduled mediations.
- ◆ There are no administrative fees.
- ◆ There is no charge for travel within the Metro Atlanta Area; travel outside Metro Atlanta is billable at 50% of the hourly rate for the file.
- ◆ Document review and research is typically provided free-of-charge. Cases involving a significant number of documents are subject to the per hour rate for the file. The cost for such review shall be split evenly among the parties.
- ◆ Requests to cancel or reschedule a mediation within two (2) business days of the scheduled date for any reason other than a legal conflict shall be subject to a cancellation fee equal to two (2) full hours of mediation. The fee shall be chargeable solely to the party seeking the cancellation or split equally if the parties make the request jointly.
- ◆ Both parties must be in attendance. In personal injury matters, the claims representative must attend and have full settlement authority.
- ◆ The contract for services is with the attorney. Payment shall be due from the attorney within fourteen (14) days of mediation. It is the responsibility of the attorney to collect any fees due from the client.
- ◆ If payment is to be made directly by the client, it shall be due in full upon close of mediation. Cash and check are the only forms of payment accepted at this time. Dishonored checks shall be subject to a service charge of \$50.

Thank you again for retaining me to mediate your case. I look forward to working with you to get your case settled.