

## MEDIATION FEE SCHEDULE

Effective 10/1/2024

Fees Due	Fee Type	Amount	Comments
Upon Submission	None	No Charge	
Upon Scheduling	Standard Case Management Fee (CMF)	\$450 per party	non-refundable; per session
	Mediation Fee* (hourly)	\$590-\$3,200* <sup>♦</sup> per/hr	fee split equally among the parties or per agreement

**Standard mediations are set for half & full day sessions:**

**Half Day Rates** consist of five (5) hours inclusive of review and preparation time

**Full Day Rates** consist of ten (10) hours inclusive of review and preparation time

**Case Management Fees may include any of the following value-added services and amenities:**

- A JW Case Management professional to assist with the selection of the neutral, date, venue, and manage your case needs to conclusion
- Your own client portal to submit documents, make payments, view history, manage briefs, join virtual sessions, and more
- Seamless virtual experience featuring specialists to greet the parties, ensure paying parties receive food credits, and assist with any technical issues
- Neutral conference facility designed with your comfort in mind featuring the latest in innovation and technology, and support from our friendly and responsive staff
- Lunch, plus a variety of complimentary snacks and beverages are available daily, and dinner for sessions scheduled late into the evening
- Our technical help desk is available to assist with any issues before, during, and after the sessions

*\* Each neutral is an independent contractor who sets his/her own rates that may vary based on venue, number of parties, evening/weekends or subject matter.*

*^ Cancellation and continuance policies may also vary by neutral. Please check individual fee schedules.*

*♦ Hourly sessions are available with select mediators on qualified cases (3hr minimum)*

### \* PAYMENT FOR MEDIATOR SERVICES & RETAINER AGREEMENT

Fees cover scheduled mediation session time and preparation, including the review of submitted materials, up to the number of hours specified in the rate above. Any work beyond the included hours, such as additional review, post-session communication, or further mediation efforts, will be billed at the stated hourly rate. Discretionary **Refundable Retainer(s)** may be charged for these 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). Only unused time billed as “Retainer” or “Additional 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 **one day or less** is canceled/continued **14 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 **multiday** matter is continued or canceled **30 days** or less from the mediation date, full payment for lost time is non-refundable and due and payable. **No fee will be due for any portion of the vacated time filled by Judicate West.** Multiple continuances by the same party outside the applicable policy will result in an additional CMF upon rescheduling. Case Management Fees are due upon scheduling and include one day of mediation. In the event of a unilateral cancellation, the CMF is still due per party unless otherwise agreed upon by all counsel. Refunds will be issued on cases canceled beyond the applicable policy, less the non-refundable CMF and preparation time expended prior to cancellation. **PLEASE NOTE: All unused time reserved for the mediation session is non-refundable. JW reserves the right to cancel any session where all fees have not been received timely by the stated invoice due date.**