



MEDIATION FEE POLICY

DEPOSIT to set date and open file (<i>one time non-refundable</i>)	\$375.00 <i>per party</i>
HOURLY RATE	<i>Based on # of parties</i>
RETAINER for mediator time:	<i>Half, full, or multiple days</i>
TRAVEL TIME:	<i>Half the hourly rate</i>

NO re-set fee, NO cancellation fee, NO minimum time, NO credit card fees.

Instead of numerous and various fees, Resolution Remedies requests one non-refundable deposit from each party to put the mediation date on calendar, open the case file, and prepare scheduling documents.

The deposit covers case management and *all* scheduling, including that for any additional sessions, site visits, re-scheduling, and cancellation.

The mediator's time is billed separately, with an hourly rate that is split equally between the parties unless they agree otherwise in writing.

In general, we request a 6-8 hour retainer for a half day (4 hours) mediation, and 10-15 hours for a full day (8 hours), depending on the number of parties, case complexity, and possible site visit.

The retainer is based on the estimated time for the mediation conference, mediator preparation (e.g. reviewing briefs), settlement follow up, and possible additional conference time. Once the assignment concludes, any unused mediator time is refunded, and any mediator time beyond the retainer is billed.

DEPOSIT IS DUE IN FULL PRIOR TO SETTING THE MEDIATION DATE ON CALENDAR.

RETAINER IS DUE IN FULL PRIOR TO THE HEARING.

WE MAY CANCEL THE MEDIATION IF RETAINER IS NOT TIMELY RECEIVED.

Case management services:

- *Information and guidance with the mediation process and selecting a mediator*
- *Scheduling coordination with all counsel and/or self represented parties*
- *Thorough preparation for videoconferencing, Zoom facilitator for each session, RightSignature for online signatures*
- *Technical support with teleconferencing, videoconferencing, presentations, and settlement agreements*
- *In person: conference rooms, caucus space, SPP with County of Marin, gracious hospitality, high-quality food and beverages*