



**MEDIATION FEE SCHEDULE\***  
(Effective January 15, 2023)

Fees Due	Fee Type	Amount	Additional Info
Upon Submission of the Mediation Request	Standard Case Management / Admin. Fee (CMF)**	\$250 (per party)	Non-Refundable; per session, per party
Upon Scheduling	Mediation Deposit***	\$2,500	Fees split equally per party, or among parties per their agreement
Upon Submission of Non-Confidential Mediation Briefs	Mediation Retainer****	Half Day \$2,475 Full Day \$4,950	Fees split equally per party, or among parties per their agreement

\* See below for cancellation and fee deposit refund policy.

\*\* Case Management Fees (CMF) may include any of the following value added services and amenities:

- Case management by an experienced industry professional assigned to your case through to its conclusion
- Obtain agreement from all parties to a suitable date, time and venue for the Mediation
- Document handling and storage
- Facilitation for arrangement of a neutral conference facility with private and/or semi-private client business center, current technologies, and support - if the Mediation is “in-person.”
- If an “in person” Mediation is scheduled, lunch, plus a variety of snacks and beverages can be made available, and dinner for afternoon sessions scheduled late into the evening. As each facility and package of amenities will differ in such circumstances, special arrangements and additional costs therefore will be made and assessed on a case-by-case basis. Thus, CMF rates and fees may vary depending on venue, number of parties, and subject matter.

\*\*\* The Mediation Deposit is to be paid at the time the Mediation is scheduled. This Deposit is refundable up to seven (7) days before the Mediation is scheduled to take place - after which, it becomes non-refundable.

\*\*\*\* A standard Mediation is set for either a half or full day session, and requires a Mediation Retainer:

Half Day Rates consist of five (5) hours minimum (\$2,475), exclusive of review and preparation time.  
Full Day Rates consist of ten (10) hours minimum (\$4,950), exclusive of review and preparation time.

## PAYMENT FOR MEDIATOR SERVICES

There are three payments related to a REMS Mediation: the Admin fee, the Deposit and the Retainer.

The Admin Fee is just that, it is a fee to offset the costs of creation of the case file at REMS, and coordinating the Mediation process. This is paid at the time the Request for Mediation is submitted. Each party to the Mediation pays an Admin Fee.

The Mediation Deposit is a flat fee to be paid at the time the parties Schedule the Mediation Date. There is only one Mediation Deposit and the parties can determine who pays, or how it will be divided (typically each party pays a pro-rata share). This acts to “reserve the date” and cover the pre-Mediation expenses including of review of the Confidential Mediation Statements, the initial conference(s) with counsel, and the review of Mediation Briefs and related documentation. This Mediation Deposit is paid when potential conflicts have been cleared and a Mediation Date is selected and confirmed.

The Mediation Deposit fee is refundable (to the extent not billed against) should the Mediation be cancelled - so long as that cancellation occurs seven (7) days before the scheduled Mediation Date. If the Mediation is cancelled within the seven (7) days prior to the scheduled Mediation Date, any unused portion of the Mediation Deposit is forfeit. No Mediation Date will be set and reserved until the Mediation Deposit is received by REMS.

An additional (and refundable to the extent unused) Mediation Retainer is due seven (7) days before the Mediation is to take place. The Mediation Retainer is based on whether a half or full day Mediation has been reserved. Should the actual Mediation expenses exceed the Mediation Retainer amount, those additional fees are to be shared on a pro-rata basis between the parties, unless modified by mutual agreement among the parties, and paid within three (3) days after the Mediation. A \$100 dollar per day late payment fee is added to any outstanding amount due and unpaid after the 3<sup>rd</sup> day from completion of a Mediation session, whether a settlement was reached or not.

Any unused Retainer fee is refundable to the Parties (in equal shares, or based on who paid the Retainer) within three (3) days from completion of a Mediation.

The parties may agree to pay the fee in other than equal portions.

No party may offer or give the mediator any gift.

Please note:

Our agreement to render services is made jointly with the parties to the Mediation AND with the attorney or representative of the parties, and payment is and remains the joint responsibility of the all the participants until received in full.

## CANCELLATION, CONTINUANCE & REFUND POLICY

All continuances/cancellations must be requested in writing and copied to all parties.

If a scheduled matter is canceled/continued within seven (7) days or less from the scheduled Mediation date, the entire Mediation Deposit Fee is deemed non-refundable. The cancelling/continuing party shall reimburse the other party(ies) for their pre-paid portion.

If a multi-day matter is continued or canceled between 14 and 7 days from the mediation date, full payment for any time not re-booked for the previously scheduled mediation date(s) is non-refundable and due and payable.

Multiple continuances by the same Party will result in a \$250 additional CMF upon rescheduling.

All unused time reserved for the Mediation session is non-refundable, thus if an "all-day" session is resolved in one-half a day, the entire day's fee remains due. We reserve the right to cancel any Mediation where all fees have not been timely received after the stated invoice due date.

REAL ESTATE MEDIATION SERVICE, LLC