

## SCHEDULE OF FEES AND CHARGES

**\*\*\*As of March 15, 2018\*\*\***

for

**J. ANDERSON LITTLE  
MEDIATION, INC.**

### **Payment of Fees**

Parties will pay shares of the total mediator's fee as outlined in Supreme Court rules or in the parties' agreement, whichever is controlling. Payment is due at the conclusion of the conference. By engaging me as mediator, attorneys agree to make payment on behalf of their clients in the event their clients fail to pay.

### **Administrative Fee: \$225.00**

This is a one-time charge for scheduling and other administrative tasks associated with managing the mediation process. It is charged in addition to other charges. **However, if there are four or more parties, the administrative fee will be \$75.00 per party.**

### **Fee for Mediation Services: \$225.00/hr**

Mediation services include conversations before, during, or subsequent to scheduled mediation sessions with parties in which the case and its settlement is discussed. It also includes reading materials sent to the mediator by the parties for study at any time during the mediation process concerning the nature and/or settlement of the case. Time spent scheduling and traveling to and from a mediation session is not billed as a mediation service.

### **Expenses:**

**Travel Fee:** I do not charge for travel. If overnight lodging or airline travel will be necessary to conduct your conference, those expenses will be charged in addition to the administrative fee and fees for mediation services.

### **Minimum Fees:**

**Two-hour minimum if scheduled for a ½ day; Four-hour minimum if scheduled for a full day.**

Please note that if your conference is scheduled for a ½ day, you will be charged for a minimum of two hours. If your conference is scheduled for a full day, you will be charged for a minimum of four hours.

I have arrived at the decision to charge a rescheduling/postponement/cancellation fee reluctantly but for reasons which make sense in the context of a mediation practice. Many attorneys react negatively to the mention of a cancellation fee, because such fees are foreign to the practice of law. In fact, cancellations are sometimes a boon to the busy lawyer who may use “found” time to work on other files.

The practice of mediation is very different from the practice of law. I charge fees, and earn income, only for time spent conducting conferences. Since time is “reserved” for a particular settlement conference, rescheduling or postponement or cancellation results in a loss of income for the reserved period, usually an entire day.

### **Rescheduling/Postponement/Cancellation Fee:**

**In the event of rescheduling, postponing, or cancelling your settlement conference, the parties will be charged for two-billable hours if your conference was scheduled for a half day, and four-billable hours if your conference was scheduled for a full day. There will be no charge if you provide at least 30 days notice of a cancellation or postponement. And, even if cancelled within 30 days, there will be no charge if we can refill your scheduled time with another conference.**

**If you discover that you will not be ready to hold a settlement conference by your scheduled date, call my office *at least 30 days* prior to the scheduled date to assure that you will not be charged this fee.**

Generally my staff schedules conferences several months in advance. As we work with you to schedule your settlement conference, we will make every effort to find a date which makes sense for you, your client and the discovery associated with your case.

I am aware that essential discovery must be conducted in order for settlement discussions to be meaningful. When you work with me or my staff in scheduling your conference, please be as realistic as possible about the discovery needs of your case and the demands of your schedule.

Ordinarily, a rescheduling/postponement/cancellation fee will not be waived because additional discovery is needed. Most of the time, the completion of discovery is within the discretion and control of the parties, so be sure that we know your discovery needs as we work with you to schedule a mediation session.

**Please know that we work diligently to try to refill cancellations with other settlement conferences. So, if you need to schedule a settlement conference on short notice, please give us a call. There may be an opening we’re trying to fill.**

I hope this explanation has been helpful. If you have a question about how this charge may apply to your case, please contact me so that we can discuss it in detail.