

MASTERS



RIBAKOFF

mediation • arbitration • investigation

### **MEDIATION FEE / CANCELLATION POLICY**

We offer a per diem rate for mediation. This charge includes all time spent in convening the mediation, pre-mediation telephonic conferences, review of written briefs and documents and/or any other time required to prepare for the mediation, time spent during the mediation itself, reasonable follow-up after the conference, and reasonable travel time, if required.

If a significant amount of additional time is required, e.g., for an extended mediation day (over 10 hours per day or 5 hours per half-day) or extensive follow up services, such time will be billed at an hourly rate of \$450.00 or our then current hourly rates. For a two party case, the per diem rate is \$6,500.00; for each additional party, an additional \$500.00 may be charged. For class action matters, the per diem rate is \$7,500.00. We generally find that the parties are better served by scheduling a full day of mediation given that time is required to process the information and settlement proposals being exchanged. However, we will accommodate requests for half-day mediations on a case by case basis; the fee for a half-day mediation is \$3,500.00. Full payment of fees must be received in advance of the mediation date. Please note that filing fees will be charged if the case is administered through PMA or AAA.

**Cancellation Policy:** The entire mediation fee may be charged if the mediation is cancelled for any reason within ten (10) days of the scheduled mediation date. The cancellation fees will be waived if the matter is rescheduled, the mediator can book the time on another matter, or, in the mediator's discretion, some exigent circumstance exists.

**Should you have any questions, please contact us at the number below  
or contact Marisa Sarnoff, our Case Administrator at PMA (877) 678.1010.**