

MASTERS



RIBAKOFF

mediation • arbitration

MEDIATION FEE / CANCELLATION POLICY

Per Diem Rates

We charge a *per diem* rate for all mediations. The *per diem* rate varies depending on the number of parties, the type of case, and whether travel is required. Please call Case Manager Joanne Bogy for applicable rates (562) 237-3881 or e-mail her at jbogy@masters-ribakoff.com.

The *per diem* rate 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 (generally 9 to 5 or 10 to 6), and reasonable follow-up after the conference. Depending on the time actually spent, additional charges may be billed at an hourly rate of \$600, or at our then current hourly rates. Full payment of fees is required to guarantee a mediation date. The parties and their counsel acknowledge that they are jointly and severally liable for all fees assessed in the mediation process.

We will attempt to accommodate requests for half-day mediations on a case by case basis. That said, we generally find that the parties are far better served by scheduling a full day of mediation in light of the time required to process and evaluate information and exchange settlement proposals.

Cancellation Policy: The Mediation fees are fully refundable if the mediation is cancelled for any reason in writing at least twenty (20) business days in advance of the mediation. Cancellations or continuances that are requested within twenty (20) business days of the mediation will require payment of the entire mediation fee, unless if the mediator can book the time on another matter, or if in the mediator's discretion, some exigent circumstance exists. In that event an administrative fee of \$150 will be charged.

Should you have any questions, please feel free to contact us.

Christine Masters – (818) 955-8518

Joanne Bogy – (562) 237-3881