

MEDIATIONS FEE/CANCELLATION POLICY

Per Diem Rates

We charge a *per diem* rate for all mediations. The rate varies depending on a number of factors, including the number of parties, the nature of the allegations, e.g. class or PAGA allegations, and whether travel is required. Please contact Case Manager Joanne Bogy for applicable rates. She may be reached by telephone at (562) 237-3881 or email at jbogy@masters-ribakoff.com.

The *per diem* rate includes all time spent on a matter: case convening, including scheduling and logistics and videoconferencing arrangements; individual or joint pre-mediation telephonic conferences; review and analysis of written submissions, such as statements of position, exhibits, and the like; the mediation session itself; and reasonable post-mediation follow-up via email, telephone, or Zoom, if necessary.

Depending on the time actually spent, additional charges may be billed at an hourly rate of \$750, or at our then current hourly rates. If additional fees are incurred, a supplemental invoice will be sent and is due and payable upon receipt. The parties and counsel are responsible for such fees consistent with their original fee split agreement, or as otherwise subsequently agreed. Full payment of fees is required to *guarantee* a mediation date. Prior to receipt of the mediation fee, dates are *reserved only*. 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 mediation on a case by case basis, usually where counsel have already begun settlement negotiations. That said, we generally find that the parties are far better served by scheduling a full day mediation in light of the time required to process and evaluate information and exchange meaningful settlement proposals as well as the possibility that additional time may be necessary but difficult to schedule.

Cancellation Policy

The mediation deposit is fully refundable if the mediation is cancelled for any reason in writing **more than fourteen (14) business days** in advance of the mediation, unless significant time has already been incurred by the mediator. Cancellations or continuances within the fourteen (14) day period require payment of the entire mediation fee, unless the mediator is able to schedule another matter on the cancelled date, or, if in the mediator's discretion, some exigent circumstance exists. In that event, an administrative fee of \$150 may be charged.