

# FEE SCHEDULE



*The hourly and daily rates vary depending on the panelist selected. Panelists are independent contractors and set their own rates. Each party will be assigned a prorated share of the hourly rates, unless agreed to otherwise.*

MEDIATION	ARBITRATION/DISCOVERY
ADMINISTRATIVE FEE \$150/Party (non-refundable)	INITIAL FILING FEE: \$300 (non-refundable) ADMINISTRATIVE FEE: \$250/Party (non-refundable) CONFLICT CHECK / DISCLOSURE STATEMENT FEE: \$250 (non-refundable)

The ADR Services, Inc. "Administrative Fee" is assessed once a hearing has been scheduled on your case. Each party is responsible for this fee, even in the event of a timely cancellation. The fee includes, but is not limited to case management services from our staff and use of conference rooms and business facilities throughout the duration of the case.

## CANCELLATION/RESCHEDULING POLICY

**NOTICE OF CANCELLATION/RESCHEDULING MUST BE SUBMITTED TO OUR OFFICE IN WRITING**

### CANCELLATION

#### HALF DAY MATTER (4 HOURS OR LESS) †

NOTICE OF 7 TO 14 DAYS..... \$200.00\*  
NOTICE OF LESS THAN 7 DAYS..... FULL PAYMENT REQUIRED\*

#### FULL DAY MATTER †

NOTICE OF 14 DAYS OR LESS ..... FULL PAYMENT REQUIRED\*

#### MULTI-DAY MATTER †

NOTICE OF 30 DAYS OR LESS ..... FULL PAYMENT REQUIRED\*

### RESCHEDULING

#### HALF-DAY MATTER (4 HOURS OR LESS) †

NOTICE OF LESS THAN 7 DAYS..... FULL PAYMENT REQUIRED\*  
FIRST RESCHEDULING (with notice of 7 days or more)..... NO CHARGE  
SECOND RESCHEDULING & THEREAFTER (with notice of 7 days or more)..... \$100.00\*

#### FULL DAY MATTER †

NOTICE OF 14 DAYS OR LESS ..... FULL PAYMENT REQUIRED\*  
FIRST RESCHEDULING (with notice of 15 days or more)..... NO CHARGE  
SECOND RESCHEDULING & THEREAFTER (with notice of 15 days or more).... \$100.00\*

#### MULTI-DAY MATTER †

NOTICE OF 30 DAYS OR LESS ..... FULL PAYMENT REQUIRED\*

\* Fee To Be Paid By The Requesting Party Unless Otherwise Agreed Upon.

† Several of our neutrals have their own cancellation policy. If so, it will be clearly stated on any hearing notice.

## RETAINER POLICY

The hourly fee for the estimated and scheduled hearing time shall be paid in advance of the hearing date. Such fees will be the joint and several obligation of all counsel. Please note that counsel, not the represented party, has contracted for the neutral's services. Accordingly, counsel will be held responsible for payment of all charges associated with the neutrals services in this matter.