STERNBERGER
ADR Solutions

# MEDIATION FEE POLICY

*PLEASE READ THIS POLICY CAREFULLY*

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| **ADMINISTRATIVE FEE:** | **None** |
| **BASIC HOURLY RATES (4 hour minimum):** | **$750.00 - $900.00** *per hour (# parties)* |
| **Travel Time:** | *One-half of the hourly rate* |

Please note that the number of parties will be determined by Sternberger ADR Solutions based on the number of attorneys representing each side. Attorneys and their clients have jointly contracted with Sternberger ADR Solutions; however, the attorney shall be held primarily responsible for payment of all charges associated with the matter, unless otherwise agreed in advance.

**ADVANCE DEPOSIT OF FEES AND COSTS**

Sternberger ADR Solutions shall determine a reasonable estimate of anticipated fees and costs of the assignment, which may include hearings, telephone conferences, reading and research, meetings, mediations, etc., and render an invoice to each party setting forth that party's pro-rata share of said fees and costs. Thereafter, each party shall pay said sum Sternberger ADR Solutions within ten (10) days of receipt.

In the event of an underestimation of the Mediator's fees and costs, a statement for additional fees and costs shall be rendered to the parties, which sum shall be paid to Sternberger ADR Solutions within five (5) days of receipt. There will be a finance charge of 10% (per annum) each month on any balance over 30 days past due. Any monies remaining on deposit after completion of the assignment, shall be returned to the appropriate party within ten (10) days after the conclusion of the assignment.

***RESCHEDULING:*** Should the case be rescheduled 14 days or more prior to the scheduled mediation conference, there will be no charge to the party requesting the change and all fees shall be applied to the new date. If the case is rescheduled within 14 days of the scheduled mediation conference, one-half (50%) of all fees billed for the estimated time to complete the mediation conference shall be non-refundable and remain due and payable, but credited to the rebooked time. Unless otherwise agreed to by the parties, the requesting party shall be responsible for all fees due in the event of a request for rescheduling. Please be advised that Sternberger ADR Solutions reserves the right to cancel any scheduled mediation conference where all fees have not been received in a timely manner.

***CANCELLATION:*** If the case is canceled within 14 days of the scheduled mediation conference, one-half (50%) of the fee established based on the parties estimate of time shall be non-refundable and remain due and payable. **However, if the scheduled mediation conference is cancelled within the above 14-day period by reason of a complete settlement of the parties, the entire estimate of time shall be refunded to the parties, less any actual time accrued for pre-conference services (e.g. review/analysis of briefs; pre-conference calls with counsel and/or the parties).** Sternberger ADR Services reserves the right to cancel any hearing where all fees have not been received in a timely manner.

***RATE PROTECTION:*** In the event of rate increases, your hourly rate is guaranteed for 90 days on a return visit for the same matter.

FEES BILLED FOR THE SCHEDULED MEDIATION CONFERENCE ARE DUE IN FULL PRIOR TO THE CONFERENCE.
ANY ADDITIONAL FEES ARE DUE AND PAYABLE UPON RECEIPT OF THE BILL.