

## **MEDIATION FEE/CANCELLATION POLICY**

**Please contact a Case Administrator at the following service providers for our current rates.**

**American Arbitration Association (877) 528-0880**  
**Alternative Resolution Centers (800) 347-4512**  
**Dispute Prevention and Resolution, Inc./Hawaii (808) 523-1234**

### **Mediation Fees**

Please note that my billing rate includes time spent in convening the mediation, preliminary 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.

I 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. I will accommodate requests for half-day mediations on a case by case basis. Unless otherwise agreed or mandated by law, the parties shall bear the costs of such compensation equally, and shall advance compensation as directed by the provider.

If a significant amount of additional time is required, e.g. for an extended mediation (over 10 hours per day or 5 hours per half-day), extensive follow-up services, and/or long-distance travel, such time will be billed at my applicable hourly rates.

**Cancellation Policy:** Notice of postponement or cancellation is required at least ten (10) business days prior to the hearing date. Otherwise a \$1,000 fee will be charged, unless the matter is rescheduled to take place in the next thirty (30) days, or the mediator can book the time on another matter.

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