



## **MEDIATION FEE SCHEDULE\***

**UNITED STATES ARBITRATION & MEDIATION MIDWEST, INC.** (“USA&M”), offers mediation and arbitration services as follows:

The initiating party should provide USA&M with pertinent information about the case. Case submission forms are available for this purpose, and can be obtained by calling (314) 231-4642 or (800) 844-4ADR [4237]. Our facsimile number is (314) 231-0137. In addition, case transmittal can be made online at [www.usam-midwest.com/submit.html](http://www.usam-midwest.com/submit.html). USA&M will send information to the designated parties and follow up by telephone. Mediations will be conducted in accordance with the published rules in effect at the time of case submission.

### **Fees & Expenses**

For each designated case that agrees to mediate, USA&M charges an **administrative fee of \$225 per party regardless of location**. Parties are defined as those needing separate legal counsel and/or a separate insurance company representative. There is no charge for cases when a necessary party declines to participate, except as described below.

**Mediator time is charged at the rate \$275-\$500 per hour**. They are entitled to compensation for all time spent on the case, including preparation time, telephone time, attendance at the mediation session and follow up. Travel time is billed at the mediator’s standard rate. A portion of the hourly rate is retained by USA&M as part of its charges.

USA&M is entitled to reimbursement for any administrative expenses (such as long-distance telephone or overnight mail charges).

### **Billing**

All parties are asked to make a pre-payment toward mediation costs and fees. Any unused portion will be remitted upon conclusion of the mediation and/or the parties will be billed for the balance due. If the mediation will continue more than 30 days beyond the initial session, interim billings will be made. Responsibility for fees is worked out on a case-by-case basis; fees are usually divided equally between the parties, although payment of all fees by one side is not unusual. All fees are due upon receipt of bill.

### **Lunch**

Should you so desire, lunch can be provided to the parties at an approximate charge of \$8 per person.

### **Cancellation**

A late cancellation fee will be charged equal to two (2) hours at the mediator’s hourly rate in addition to any time actually incurred on the case divided by the number of parties if the notice of postponement or cancellation is not received more than 10 (ten) business days before the date of the mediation and we are unable to reschedule another matter on the mediator’s calendar. The cancellation notice must be received by USA&M before 5:00 p.m. on the 10<sup>th</sup> (tenth) business day preceding the date of the mediation to avoid the cancellation charge. The mediation date is not considered in the calculation for cancellation purposes.

**\*Please note the guidelines and fee schedule for our Small Claim and Workers Compensation Mediation Programs.**

Fees may be modified in the discretion of USA&M and are subject to change without notice.

©USA&M Midwest 2010