



MEDIATION WORKS INCORPORATED

MEDIATION FEE AGREEMENT

We, the below signed parties, understand and agree to the following:

Case Management Fee

1. Each party will pay a non-refundable case management fee of \$150.
2. We understand that we will be billed for the non-refundable case management fee once a first session is scheduled by a party and we agree to pay the case management fee at the time of scheduling.

Mediation Fee

3. Each party will pay \$225 per hour for mediation services.
4. The minimum fee of four (4) hours per case is due at least one week in advance of the scheduled mediation date.
5. If additional time is used, payment is due at the conclusion of each session by check.
6. The same hourly rate listed above applies to additional services that might be provided outside of mediation sessions, including but not limited to:
 - a. Review of case documents;
 - b. Preparation of written materials such as progress summaries and draft agreements;
 - c. Scheduled telephone conversations with the mediator.
7. Reduced rates are available for income eligible clients.
8. A late fee of 18% of the outstanding balance will be added to the total amount due if payment is not received within 30 days after services are rendered.
9. MWI will not provide additional mediation services until all late fees and associated balances are paid in full.

Rescheduling / Cancellation Fees

10. If you cancel a mediation session or similar appointment with less than at least 48 hours notice to MWI, you will pay an amount equal to the fee for one hour of mediation services.

Sign Name: _____ Date: _____

Print Name: _____

Sign Name: _____ Date: _____

Print Name: _____