



Arbitration & Mediation Service Fee Schedule

For Arbitration Mediation and other Specialized Services

The agreement to render services is between AltCourt-Judicial Arbitration Mediation Services and the attorney or representative of each of the participating parties. Therefore, attorneys and client representatives are responsible for payment of their clients' share of arbitration or other specialized services costs by the date due and are advised to pre-collect the projected fees prior to the Cancellation & Continuance date. AltCourt -Judicial Arbitration Mediation Services is not responsible for obtaining payment from individual or business clients of attorneys. Written confirmation of the fee allocation and commitment to pay must be received prior to the final confirmation of scheduled time.

PROFESSIONAL RATES

<u>FILING FEE: (non-refundable)</u> <i>A Filing Fee is required from the moving party upon initiation of any matter where the arbitrator/panelist needs to be appointed by AltCourt -JAMS or via the AltCourt -JAMS strike list.</i>	\$1000
<u>ADMINISTRATIVE FEE: (non-refundable)</u> An additional administrative fee is applied for multi-day matters at \$200 per day* An administrative fee is applied upon initiation of any arbitration or other specialized service matter. An administrative fee is applied whenever there is a continuance/reschedule. An administrative fee is applied whenever a matter is re-initiated.	\$500 each for 2 parties; \$750 each for 3 or more parties
<u>HOURLY RATE:</u> Panelist hourly rate for hearing and preparation/study & review/decision time:	\$425 / hour

FEE DUE DATES

- *Fees for scheduled time must be paid by the Cancellation and Continuance Date (C&C).*
- *Failure to pay by the due date may result in the removal of the matter from our calendar.*



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Additional fees, including fees for award/decision preparation, conference calls, or hearing overrun time, are due upon receipt of the invoice. Awards/decisions are issued when all accounts are paid in full. Any party may advance fees in order for the matter to proceed.

CANCELLATION & CONTINUANCE (C&C) POLICY

- To avoid lost-time (LT) charges, you must notify our offices of any cancellations or agreed continuances by the dates specified below. An opposed continuance must be granted by the C&C date to avoid lost-time fees:

Up to one full day (8 hrs.) of hearing time	C&C date is 14 days prior to hearing
More than one and up to 2 full days of hearing time	C&C date is 21 days prior to hearing
Three days or more of hearing time	C&C date is 28 days prior to hearing, plus one week for each additional day of hearing time scheduled (or as set by the panelist)
Hearing scheduled within the 14 days C&C	C&C date is 48 hours after hearing is confirmed

- If you **notify our office** of cancellations or continuances after the C&C date specified above, lost-time charges will be incurred. Lost-time charges consist of the fees for all scheduled hearing time that we are unable to fill with another matter and the fees for any preparation/study & review/decision time already performed by the panelist. Credit to lost time charges will be given for any time that can be filled.
- If a request for cancellation or continuance is not by mutual agreement, the canceling/continuing party or parties will be responsible for lost-time fees of all parties.
- If a party to multi-party matter cancels or settles out at any time prior to the hearing, the total hearing fees will be adjusted, if necessary, and reallocated among the remaining parties. If the cancellation of that party results in a cancellation of the hearing, the canceling party will be responsible for the lost-time charges of all parties.
- After the C&C date, fees for scheduled time that is only partially used are not refundable.
- *Additional administrative fees for multi-day matters are refundable prior to the C&C; non-refundable after C&C.