

## Mediation and Arbitration Fee Schedule

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Unless otherwise agreed-to in writing, it is understood that all mediation and arbitration expenses will be shared equally by and between the participating parties.

All costs and fees are due when billed.

Description	Hourly Fee*	Half Day (4 hours)	Full Day (8 hours per day)
<u>Standard Cases**</u>	\$ 300.00	\$ 800.00	\$ 1,500.00
<u>Smaller Cases</u> <i>Amount in controversy is less than \$20,000</i>	\$ 200.00	N/A	N/A

\***ADVANCE REVIEW AND RESEARCH:** All cases include two (2) hours for reviewing and researching respective briefs/submissions in advance and in preparation for session(s).

\*\***FOLLOW-UP AFTER THE MEDIATION SESSION:** The half-day and full-day sessions include post-session follow-up work for up to three (3) hours at no additional charge.

**SCHEDULING DATES:** The date(s) can be reserved, pending availability, upon payment of a deposit in the amount of 1/2 the fee for the mediation or arbitration, for the number of days the parties anticipate will be needed. As a courtesy and to assist in scheduling, a date(s) can be held tentatively for forty-eight (48) hours without a deposit. Should such date not be confirmed with a reservation deposit within the 48-hour period, the requested date(s) shall be released for other clients.

**CANCELLATION POLICY:** There is a charge of \$300.00 per party for cancellations received within three (3) days of scheduled sessions. Cancellations made with more than three (3) days prior, entitle the parties to a full refund of any deposit paid.

**FACILITY FEES AND LUNCHES:** No additional fees are charged for mediations and arbitrations held at the offices of Yan Kenyon. Yan Kenyon shall provide lunch at no additional cost for all full-day sessions held Yan Kenyon. For all sessions held outside of Yan Kenyon, the parties shall share facility costs (if any), plus any and all costs associated with lunch, beverages and snacks.