



MEDIATION FEE STRUCTURE

ADMINISTRATIVE FEE

- \$50.00 per party / per day

MEDIATION FEES

\$125* per hour / per party

MINIMUMS

Four (4) hour minimum for Atlanta area cases

Eight (8) hour minimum for cases outside the Atlanta area

Fees are the same for any additional time spent that was necessary to prepare an award or settlement agreement.

TRAVEL TIME AND EXPENSE

Mediations and Arbitrations outside the Atlanta area - \$100 per hour for travel time; plus travel expenses including, but not limited to, airfare, mileage, meals, lodging, and car rental.

IMPORTANT NOTICES

*A party is referred to **Billable Parties** to GMA Mediation or Arbitration agreements; regardless of parties named in the case or lawsuit.

All charges will be shared equally amongst all parties, unless otherwise agreed in writing.

Parties not represented by an attorney (Pro se), will be required to pay an estimated amount **Before** a Mediation date can be confirmed.

If parties have representation, GMA's contract for services will be with their Attorney (s). Because the Attorney is responsible for collecting from their client (s), GMA expects payment from the Attorney (s) regardless of client activity.

CANCELLATION POLICY

Written confirmation of your hearing will be emailed to all parties within 48 hours of the case information being provided to GMA.

Our staff will re-confirm the hearing date(s) and time by email and/or telephone two (2) weeks in advance of the scheduled hearing date(s). If the matter is cancelled or rescheduled at or before this time, no cancellation fees will apply. GMA will be happy to assist you in rescheduling your matter for another date that is suitable for all parties.

After a hearing date(s) has been scheduled and notices have been sent, no cancellation fee shall be charged if the mediation or arbitration is cancelled or rescheduled more than FOURTEEN (14) days from the date scheduled. Such cancellation or rescheduling notice must be received in writing.

If the hearing date(s) is cancelled or rescheduled, for any reason, within FOURTEEN (14) days of the original date set, a cancellation fee of 4 HOURS will be charged at the neutral's hourly rate to each party, for each scheduled date.

Cases that are booked within the fourteen day cancellation window will be considered confirmed, and will be subject to the cancellation policy detailed above.

All requests for cancellation must be received in writing, preferably via email to info@grantmediation.com. The request should include the style of the case, the original hearing date, and the **reason for the requested cancellation**. Please copy all participants in the matter on your cancellation request.

We trust this policy will allow our clients to secure hearing dates with GMA and to be fair to the mediator who is making the commitment to work your case on the date scheduled.

THIS NOTICE IS ATTACHED TO THE CONFIRMATION EMAIL SENT TO ALL KNOWN PARTICIPANTS PRIOR TO THE HEARING.