



# FEE SCHEDULE

## NEUTRALS' RATES

The hourly and daily rates of our neutrals vary depending on the panelist selected. Neutrals are independent contractors and set their own rates. Each party will be assigned a prorated share of the fees, unless agreed to otherwise in advance of scheduling a hearing. The hourly fee for the estimated and scheduled hearing time *shall be paid in advance of the hearing date*. Such fees will be the joint and several obligation of all counsel. Please note that counsel, not the represented party, has contracted for the neutral's services. Accordingly, *counsel will be held responsible for payment of all charges associated with the neutral's services in this matter*. Neutrals' rates are subject to change by written notice to counsel and shall apply to all services rendered after such notice is given.

## ADMINISTRATIVE FEES

The ADR Services, Inc.'s Non-Refundable Administrative Fee is assessed once a hearing has been scheduled on your case. Each party is responsible for this fee, even in the event of a timely cancellation. The fee includes, but is not limited to case management services from our staff and use of the conference rooms and business facilities throughout the duration of the case.

MEDIATION.....	\$195.00 per party
ARBITRATION.....	\$450.00 per party
DISCOVERY.....	\$450.00 per party
PRIVATE TRIAL .....	\$450.00 per party
INITIAL FILING FEE (Demand for Arbitration).....	\$300.00

## CANCELLATION AND RESCHEDULING POLICY

Notice of cancellation or rescheduling must be submitted to our office in writing. **Fees will be billed to the requesting party unless otherwise agreed upon.** Several of our neutrals have their own policy, and if so, it will be clearly stated on any hearing notice.

	Half Day Hearing (4 hours or less)	Full Day Hearing	Multi Day Hearings**
Notice of less than 7 days	Full Payment Required	Full Payment Required	Full Payment Required
Notice of 7 – 14 days	\$200*	Full Payment Required	Full Payment Required
Notice of 15 – 30 days	\$0	\$0	Full Payment Required
Notice of 31 days or more	\$0	\$0	\$0

*\*Applies to cancellations only. The \$200 charge does not apply to rescheduled hearings.*

*\*\*Please note that all fees for multiple day hearings are due 60 days in advance.*

We are happy to assist counsel with rescheduling a hearing. If appropriate notice is given, there is no continuance fee for the first rescheduling. For the second rescheduling and thereafter, if appropriate notice is provided, a \$100 continuance fee is billed per change.