



## GENERAL FEE SCHEDULE

Please note that the hourly and daily rates for ARM neutrals vary for mediation, arbitration and private judging. **To obtain the individual fee schedules for ARM neutrals, please contact our office and an experienced case manager will assist you.**

Most cases are scheduled as full-day or half-day matters. A full-day consists of 8 hours of session time and 2 hours of review, preparation and research. A half-day consists of 4 hours of session time and 2 hours of review, preparation and research.

### CASE ADMINISTRATION FEES

|                           |                 |                           |                 |
|---------------------------|-----------------|---------------------------|-----------------|
| Mediation.....            | \$300/per party | Arbitration Half-day..... | \$400/per party |
| Arbitration Full-day..... | \$450/per party | Private Judging.....      | \$450/per party |
| Holidays & Weekends....   | \$400/per party | Late Setting.....         | \$400/per party |

Administrative Fees are non-refundable and assessed upon scheduling. Each paying party is responsible for this fee as it covers case management, concierge services, use of the ARM facility, and meals/refreshments. Please note, that the administrative fee may be reassessed on cases that continue beyond the originally scheduled time, where additional sessions are requested.

### BILLING

Each paying party will be billed a pro-rated share of the fees, unless agreed to otherwise. All fees are due in advance of the hearing date. Please take note that it is counsel and not the represented party, who has contracted for the neutral's services. Accordingly, counsel will be held responsible for payment of all charges associated therein. **ARM RESERVES THE RIGHT TO CANCEL YOUR HEARING IF FEES ARE NOT PAID TIMELY.**

For arbitrations and private judging assignments, a retainer will be billed. The retainer amount will depend upon the complexity of the matter and will cover additional hearing time, review, deliberation and research. Any unused retainer funds will be refunded. **PLEASE NOTE: AWARDS/DECISIONS WILL NOT BE RELEASED UNTIL ALL FEES ARE PAID IN FULL.**

### CANCELLATION & RESCHEDULING POLICY

You **must** give **written notice** to our office per the timeframes below if you need to cancel/reschedule your matter. The cancelling/continuing party will be liable for the neutral's allocated time, unless otherwise agreed upon. We will make every effort to reschedule the neutral's time, however if the time slot is not re-booked, 100% of fees will be non-refundable and due/payable by the party(ies) requesting the action.

|                          |                        |                        |                        |
|--------------------------|------------------------|------------------------|------------------------|
| <b>Half-day case:</b>    | <b>14 days' notice</b> | <b>Full-day case:</b>  | <b>21 days' notice</b> |
| <b>Multi-party case:</b> | <b>30 days' notice</b> | <b>Multi-day case:</b> | <b>45 days' notice</b> |