

WILLIAMS WILLIAMS &

M E D I A T I O N

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Fee Schedule for Mediation Services

Jack Williams' mediation fee is \$695.00 per hour.
Elizabeth Williams' mediation fee is \$395.00 per hour.

All fees are to be shared equally by each of the parties, unless otherwise agreed upon by the parties to apportion the fee differently. Please inform our office prior to or at the mediation session if a different fee apportionment agreement has been established.

It is not necessary to secure a mediation date by sending a deposit or a retainer. Mediations are billed at the aforementioned hourly rates for preparation time and the time during which mediation efforts occurred. Invoices will be sent directly to the attorneys for processing within 30 days from the date of receipt.

Cancellation & Rescheduling Policy:

Cancellations and continuances must be requested by phone: 408-288-3868 x 105 or by fax: 408-288-3860. Email cancellations *will not* be accepted as the *sole* form of notification. Emails may be sent in addition to notification by telephone or facsimile. It is the responsibility of the requesting party to notify all other parties of the intent to cancel/continue. For both cancellations and continuances (with a request to reschedule the case at a later date) made **ten** business days or fewer before the mediation, a **two-hour fee for a half-day** session and an **eight-hour fee for an all-day** session, equivalent to the mediator's hourly rate, will be assessed to the party that initiates the cancellation or continuance. If the parties agree that the need for the cancellation/continuance is mutual, the fee will be equally apportioned between the parties, unless we are otherwise informed of a different agreement.

Please feel free to contact our office with additional questions or concerns. We look forward to working with you to resolve your matter.