

## Full-Day Mediation

*(Please note what is included)*

(all rates are per day)	Austin	Other Major Texas Cities <i>(includes all travel time &amp; expenses, in addition to what is included below)</i>	Out of State <i>(includes all below, except travel expenses*)</i>
2 parties	\$2,000 per party	\$2,400 per party	\$3,750 per party*
3 parties	\$1,900 per party	\$2,200 per party	\$3,000 per party*
4 parties	\$1,800 per party	\$2,000 per party	\$2,500 per party*
5 parties	\$1,600 per party	\$1,750 per party	\$2,000 per party*
> 5 parties	\$1,500 per party	\$1,550 per party	\$1,750 per party*

A “party” is one represented by separate counsel. The fee for a “full-day mediation” *includes* a session beginning usually at 9am and stretching into the evening, if necessary. It *also includes* all preparation, pre-session conference calls, post-session reasonable follow-up time (if needed), travel time, travel expenses (Texas mediations only), and lunch. My invoices are inclusive so supplemental or overtime invoices are rare. These fees reflect the demand for my services in my niche practice and are a measure of the nature of these cases, my experience and background, and the commitment which parties are expected to bring to the process.

\* For mediations outside Texas, the per party fee *includes* everything above and considers the additional travel time, but it does not include travel expenses, since they vary widely. At invoicing, though, I commit to a per party fee that would *include* those travel expenses – so you’ll have predictability and no later expense invoice.

## Other Fee Considerations

*Case Specific Considerations.* Based upon what you tell me about your case, we could have a different fee agreement if we anticipate unusual preparation time, extended post-mediation work, or the like. My confirmation email will set forth any such special fee considerations we agree upon. If there are special factors you believe I should consider in setting a fee for a particular case, I am pleased to do so.

*Supplemental Billing.* After the session, if it turns out that pre-session work and/or follow-up was a good deal more than was reasonably anticipated or the session stretched well beyond the evening, I reserve the right to charge an additional fee of \$600 per hour (to be equally divided), plus additional unanticipated expenses (such an unanticipated hotel stay or flight fare change), billed after a mediation. Supplemental fee invoices are rare. I strive for no surprises, so that the initial invoice is the only one, absent extended follow-up or a very late running session.

*Half-day Mediations:* Half-day mediations are only possible in Austin in a 2-party case. The fee is \$1,500 per party.

## Other Charges

The parties may also be responsible charges associated with mediations not held in the office of one of the attorneys or in Austin—typically use of a conference facility. If I need to reserve a conference facility, I anticipate any charges in advance and incorporate that into a total per party fee, so you’ll have a fixed fee at invoicing.

## Payment and Cancellation Policy

Payment of all invoices is guaranteed by the party and by the party’s attorney. Invoices and a W-9 will be sent with the confirmation. **The fee must be received one week before the mediation session.** If fees are not timely paid by all parties, the session is subject to cancellation if that date is needed for other mediations or commitments. Checks should be payable to **Van Osselaer Dispute Resolution PLLC (Tax ID # 46-4228210)**. Once a mediation begins, the full fee is deemed earned and confirmation terms agreed to. A cancellation fee of 25% of the per party fee will be charged each party if the session is cancelled on less than five (5) business days’ notice. Additional charges, if applicable, are billed promptly after the mediation with payment required in 30 days.