

# Colorado Mediators & Arbitrators

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## Mediation Fee Agreement

Colorado Mediators & Arbitrators™ | COMA requires a valid credit card or debit card to be kept on file to secure dispute resolution fees. Unless payment arrangements are made in advance COMA will charge dispute resolution fees to the credit or debit card on file.

1. INITIATION FEE: Each Party is charged a \$75.00 non-refundable initiation fee upon signing the agreement to mediate.
2. HOURLY RATE: Each Party agrees to pay COMA \$100.00 per hour for joint mediation sessions; \$200 per hour for individual sessions or work authorized by one party only.
3. BILLABLE TIME: Billable time includes the following:
  - Mediation Sessions: Joint mediation sessions are scheduled in two (2) hour increments, charged as a block of time whether used in part or in whole. Individual sessions are scheduled in one (1) hour increments, charged as a block of time whether used in part or in whole.
  - Billable time outside of mediation is billed in .25 hourly increments, to include preparation for mediation; negotiating between parties prior to and between mediation sessions; telephone calls with parties or attorneys of the participants; reading and/or preparation of documents; and any other activities requested by the participants.
4. CHARGES: The fees for each session are due and processed upon confirmation of scheduling.
5. FACILITY FEE: A \$20 facility fee is charged per party per hour when separate mediation rooms are requested.
6. EARNED FEES: Fees are earned irrespective of whether or not the mediation reaches a successful conclusion.
7. OUTSTANDING BALANCES AND COLLECTIONS: COMA shall not be required to provide any award, decision or work product produced by a mediator or arbitrator until all charges and fees are paid. Outstanding balances payable to COMA are subject to a compounding monthly interest rate of 2%. Parties agree to pay any fees or costs incurred by COMA to collect any outstanding amounts owed by client. Such fees and costs may include, but shall not be limited to, collection agency commissions, fees or charges; attorney fees and costs; and court costs. A minimum of \$200.00 will be accessed to all accounts that are assigned for collections.
8. CANCELLATION POLICY: Refunds are subject to a \$50 processing fee. Mediation cancelled within 3 business days of session forfeit the full cost of session.

Card Holder's  
Comments

Visa / MasterCard #

Discover and American Express not accepted

Expiration Date

V-Code

Name on Card

Billing Address

Billing City ST Zip

Phone # of Card Holder

Name of party for whom payment is made

Name of party for whom payment is made

I understand and agree to each of the provisions of this agreement. I authorize charges by COMA for fees related to the above-named party or parties..

Signature of Card Holder \_\_\_\_\_

Date \_\_\_\_\_