



ARBITRATION CANCELLATION / RESCHEDULE POLICY

DAVID M. ZACKS

If an arbitration must be cancelled or rescheduled **MORE THAN 30 DAYS BEFORE THE HEARING**, indicated by Henning Mediation's confirmation letter, no cancellation fees will be charged.

If an arbitration must be cancelled or rescheduled **30 DAYS OR LESS BEFORE THE HEARING**, as indicated by Henning Mediation's confirmation letter, a fee equal to **EIGHT (8) hours/day** will be charged.

All requests for cancellation must be received in writing, preferably via email to donna@henningmediation.com. The request should include the HMA matter #, the style of the case, the original hearing date and the reason for the requested cancellation. Please copy all participants in the matter on your cancellation request.

Hearing fees are non-refundable if time scheduled (or a portion thereof) is cancelled or continued after the cancellation date unless the Arbitrator's time can be rescheduled with another matter. The cancellation policy exists because time reserved and later cancelled generally cannot be replaced. In all cases involving non-refundable time, the cancelling or continuing party is responsible for the fees of all parties.

THIS NOTICE IS ENCLOSED, EMAILED OR FAXED WITH A CONFIRMATION LETTER TO ALL KNOWN PARTICIPANTS PRIOR TO THE HEARING.