



## **FEE STRUCTURE**

***Thomas W. Tobin***

**ADMINISTRATIVE FEE: \$200.00 per party/per day**

### **MEDIATION/ARBITRATION HOURLY FEES:**

2 Party* Case:	<b>\$350.00</b> per party, per hour
3 Party* Case:	<b>\$275.00</b> per party, per hour
4 Party* Case:	<b>\$225.00</b> per party, per hour
5 Party* Case:	<b>\$200.00</b> per party, per hour

**4 Hour Minimum for All Atlanta Area Cases**

**8 Hour Minimum for All Cases Outside of Metro Atlanta Area**

Fees are the same for any additional time spent on document review, research, written findings of fact/law and other outside time, if any, necessary to prepare or make an informed award or evaluation.

## **TRAVEL TIME & EXPENSE**

Hearings outside metro Atlanta area - \$150.00 per hour for travel time. No other charges for travel.

For cases requiring overnight travel a flat rate fee of \$1500.00 is charged plus \$750.00 for each additional overnight stay.

## **IMPORTANT NOTICES**

**\*PARTIES REFERS TO *BILLABLE PARTIES* TO OUR MEDIATION/ARBITRATION AGREEMENTS; REGARDLESS OF THE NUMBER OF PARTIES NAMED IN THE RELATED LAWSUIT.**

**ALL CHARGES WILL BE SHARED EQUALLY AMONG ALL PARTIES, UNLESS OTHERWISE AGREED IN WRITING OR AWARDED BY THE ARBITRATOR.**

**PRO SE PARTIES ARE REQUIRED TO PAY AN ESTIMATED DEPOSIT AMOUNT BEFORE HEARING DATES ARE CONFIRMED.**

**OUR CONTRACT FOR SERVICES IS WITH THE ATTORNEY(S). WE EXTEND CREDIT, WITH NO ADVANCE DEPOSIT REQUIREMENT FOR MEDIATIONS, BASED ON THE ATTORNEY'S CREDIT. THE ATTORNEY, IN TURN, COLLECTS FROM HIS/HER CLIENT. THEREFORE, WE EXPECT PAYMENT FROM THE ATTORNEY(S) REGARDLESS OF CLIENT ACTIVITY.**

**ALL FEES MUST BE PAID IN FULL ON EVERY ARBITRATION PRIOR TO THE AWARD BEING PUBLISHED.**



## **CANCELLATION POLICY**

Written confirmation of your hearing will be emailed to all parties within 48 hours of the case information being provided to HMA.

Our staff will re-confirm the hearing date and time by email and/or telephone two (2) weeks in advance of the scheduled hearing date. If the matter is cancelled or rescheduled at or before this time, no cancellation fees will apply. Our case coordinators will be happy to assist you in rescheduling your matter for another date that is suitable for all parties.

*After a hearing date has been scheduled and notices have been sent, no cancellation fee shall be charged if the mediation or arbitration is cancelled or rescheduled more than FOURTEEN (14) days from the date scheduled. Such cancellation or rescheduling notice must be received in writing.*

*If the hearing date is cancelled or rescheduled, for any reason, within FOURTEEN (14) days of the original date set, a cancellation fee of 4 HOURS will be charged at the assigned neutral's hourly rate to each party.*

Cases that are booked within the fourteen day cancellation window will be considered confirmed, and will be subject to the cancellation policy detailed above.

All requests for cancellation must be received in writing, preferably via email to [scheduling@henningmediation.com](mailto:scheduling@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.

We trust this policy will allow our clients to secure hearing dates with their preferred neutral and also be fair to our mediators who are making the commitment to work your case on the date scheduled.

**THIS NOTICE IS ATTACHED TO THE CONFIRMATION EMAIL SENT  
TO ALL KNOWN PARTICIPANTS PRIOR TO THE HEARING.**