



## Arbitration Fee Policy

**This document must be signed by each party and returned to HMA immediately.**

The arbitrator's time will be billed as detailed on their **Fee Structure Sheet**. All payments will be held in deposit until the case is concluded, canceled or settled. A final accounting will be provided to all parties.

**Arbitration Initiation Fee                      \$1,500.00 per party, per Arbitrator**

This fee is due upon receipt from the Claimant when the Demand for Arbitration is filed with Henning Mediation & Arbitration Service (HMA) and from the Respondent(s) when then Demand for Arbitration is received from HMA. This case will not be assigned a Docket # or arbitrator(s) until this fee is received from all parties. If all payments have not been received within 14 days of the filing date of the Demand for Arbitration, the case will be closed and refunds will be issued minus a \$200.00 administration fee.

**Hearing Deposit Fee**

A second deposit amount, estimated by HMA and the arbitrator(s), to cover all remaining fees and expenses will be invoiced to all parties up to **60 days** prior to the scheduled hearing date. This invoice is Due Upon Receipt. If all deposit invoices are not paid within **30 days** of the scheduled hearing date, HMA and the arbitrator(s) reserve the right to cease work on the case and postpone the hearing until such amounts are paid in full.

**Cancellation or Settlement**

If a scheduled arbitration is canceled, settled or rescheduled; all arbitrator hours, a \$200 administrative fee, **and** the following cancellation fees will be deducted from each party's deposit. Any balance due amounts will be billed to each party. Any unused balance will be refunded.

<b><u>Cancellation Date</u></b>	<b><u>Cancellation Fee</u></b>
14 or more days before hearing date	None
13 – 3 days before hearing date	4 hours for each scheduled hearing day
2 days or less before hearing date	8 hours for each scheduled hearing day

**Final Accounting & Billing**

When the hearing is complete and an award has been drafted; HMA will prepare a final accounting based on the total hours and expenses submitted by the arbitrator(s). All previous deposit payments



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will be applied to this invoice. Any balance due amounts will be billed to each party. This invoice will be "Due Upon Receipt". Any unused portion of the deposits will be refunded to each party and the award will be published to all parties.

**The arbitration award will not be published to any party until HMA has received full payment for all invoices from all parties.**

I have read, understand and agree to all of the HMA Arbitration Fee & Payment Policies stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Sign and return to HMA within seven (7) days of receipt**