



## ARBITRATION FEE STRUCTURE

**Hon. M. Gino Brogdon, Sr.**

**ADMINISTRATIVE FEE**

\$300.00 per party / per day

**ARBITRATION FEES**

**\$12,000.00 per day**

Up to three parties\*

Add \$4,000.00 for each additional party above three.

Including one additional day for review, deliberation, award drafting, research and any other non-hearing hours.

**TRAVEL TIME & EXPENSE**

Hearings outside metro Atlanta area - \$200.00 per hour for travel time; plus customary travel expenses including, but not limited to, mileage, car rental, lodging and meals. For cases requiring air travel, outside of Georgia, a flat rate fee of \$2,000.00 is charged plus \$750.00 for each additional overnight stay for lodging, meals, etc.

**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.

All required Deposit Invoices must be paid within 30 days of the scheduled first day of arbitration hearing(s).

Any additional fees not covered by previous deposit(s) will be billed prior to the publication of the award.

All fees must be PAID IN FULL, by all parties, before the final award is 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(s) and time by email and/or telephone two (2) weeks in advance of the scheduled hearing date(s). 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(s) has been scheduled and notices have been sent, no cancellation fee shall be charged if the arbitration is cancelled or rescheduled more than **FOURTEEN (14)** days from the date scheduled for single day Arbitrations, and **THIRTY (30)** days for multi-day Arbitrations. Such cancellation or rescheduling notice must be received in writing.

If either party or counsel cancels within the above cancellation window of the originally scheduled date for arbitration, for whatever reason, except for court conflicts or documented medical reasons, **THE CANCELLING PARTY MUST PAY A CANCELLATION FEE IN THE FULL AMOUNT OF \$12,000.00 PER DAY** since such date cannot likely be filled with another hearing. If the matter is rescheduled with Judge Brogdon to occur within the 90 days following the original arbitration date AND the original date has been booked with another hearing, Judge Brogdon will likely waive the cancellation fee. Such notice of cancellation must be via email or in writing.

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.