



ARBITRATION FEE STRUCTURE

Valerie G. Tobin

ADMINISTRATIVE FEE

\$300.00 per party / per day

ARBITRATION FEES

- 2 Party* Case: **\$300.00** per party, per hour
- 3 Party* Case: **\$250.00** per party, per hour
- 4 Party* Case: **\$220.00** per party, per hour
- 5 Party* Case: **\$200.00** per party, per hour

MINIMUMS

4 Hour Hearing Minimum for All Atlanta Area Cases

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 - \$125.00 per hour for travel time; plus customary travel expenses including, but not limited to, airfare, mileage, car rental, lodging and meals.

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.



ARBITRATION CANCELLATION POLICY

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

Except as modified by the Arbitrator(s) in its Case Management Order, 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 TWENTY-ONE (21) days from the earliest date scheduled. Such cancellation or rescheduling notice must be received in writing.

If the hearing date(s) is cancelled or rescheduled, for any reason, between TWENTY-ONE (21) days and SEVEN (7) days of the original date set, a cancellation fee of 4 HOURS per arbitrator will be charged at the assigned neutral's hourly rate to each party, for each scheduled date, plus a \$300.00 per day per party administrative fee.

If the hearing date(s) is cancelled or rescheduled, for any reason, within SEVEN (7) days of the original date set, a cancellation fee of 8 HOURS per arbitrator will be charged at the assigned neutral's hourly rate to each party, for each scheduled date, plus a \$300.00 per day per party administrative fee.

Cases that are booked within the TWENTY-ONE (21) 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. 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.