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DISPUTE RESOLUTION SERVICES PAYMENT POLICY

Parents: Please read this, sign it, and return it before your first appointment. These fee policies apply to all voluntary and Court-ordered dispute resolution cases including mediation and dispute resolution counseling. **You will be expected to pay \$300 in advance of your first appointment.**

Scheduling Appointments:

* Initial appointments are scheduled by the mediator's office. The time is selected by a neutral staff person in most cases and is not negotiable. Most parents request that appointments be scheduled outside of their work schedules. Due to a limited number of available evening appointments, the initial session is set during regular business hours, generally between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.

* Cancellations must be made by both parties in the dispute at least 24 hours in advance.

* Each party in the case is personally responsible for a cancellation and will be charged the full fee for the time if the cancellation is not made as described above. This policy also applies to cancellations because of settlement prior to mediation.

Payment of fees:

* Fees are divided equally between the parties unless a Court order specifies a different division. Charges for mediation and dispute resolution counseling are \$150/hour. You will be charged for all work performed on your case.

* Mediation and dispute resolution counseling services will not be provided without initial fee payment from both parties. Fees are due prior to the first session and on the date of service for subsequent sessions. Agreement or impasse notices may not be released without full payment of fees.

* Reduced fees are available to parties who qualify by income. Income tax returns and current pay stubs are required as proof of income. Please send copies of the same to my office for consideration of the reduced fee. Only the qualifying parent will receive the benefits of the reduced fee. The "non qualifying" parent will be charged the standard rates.

* You will be charged for postage and copies.

* Accounts in arrears may be sent to a collection agency or to a private attorney for action, and Court may grant judgments.

I have read the above policies and I agree to pay all fees incurred.

Signature

Date