

# GALWAY MEDIATION SERVICE

## Mediation Policies

### Scheduling

The easiest way to schedule a matter for mediation or arbitration is to contact me either by telephone or by email and advise me of the mutually agreed upon date and time. That date is not reserved until the deposit is received.

### Fees

- A. The fee is \$300.00 per hour – split equally between/amongst the parties.
- B. The deposit is equal to the fee for two hours or \$600.00, split equally between/amongst the parties.
- C. All fees are the joint and several liability of each party and their lawyers.

### Rescheduling/Cancellation

There is no charge for rescheduling a mediation or arbitration if done at least five (5) days before the scheduled date. Otherwise, the deposit is forfeited. If I am able to substitute another session, the deposit will be credited to the rescheduled session.

There is no charge for cancelling a mediation or arbitration if done at least ten (10) days before the scheduled date. Otherwise, the deposit is forfeited. If I am able to substitute another session, the deposit will be returned.

### Memorandum

Each party shall present the mediator with a brief summary of their positions and arguments within three (3) days of the scheduled session.



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