

## KILLEFER MEDIATION

417 Montgomery Street, Suite 300  
San Francisco, CA 94104  
Tel: (415) 362-8640

11693 San Vicente Blvd., #478  
Los Angeles, CA 90049  
(310) 251-7777

### Fee Schedule

#### Administrative Fee

There is a one-time administrative fee of \$100 per party for each scheduled mediation or arbitration. This fee covers initial contacts with the parties or counsel to schedule the session, telephone follow-up where appropriate, and any reporting required of the neutral under court-sponsored ADR programs.

#### Hourly Rate

An hourly rate of \$350 is charged for the mediation or arbitration session and for time required to review materials submitted by the parties before the session.

#### RapidResolve<sup>SM</sup>: Flat Rate For Smaller Two-Party Cases

For cases in which the amount in dispute is less than \$50,000, counsel may choose a flat rate of \$1,000 for a half-day mediation of 4 hours/session time. Any additional hours are billed at the \$350/hour rate.

#### Travel Time and Expenses

Travel time and expenses are not billed for sessions in Northern California and in Los Angeles. For sessions elsewhere, travel is usually charged at 1/2 the hourly rate, plus expenses.

#### Deposit Policy

To reserve the session date, counsel shall deposit an amount equal to the administrative fee and their share of five hours of session/preparation time for a half-day mediation, or equal to the administrative fee and their share of eight hours for a full day mediation. If the mediation or arbitration requires more time, counsel will be invoiced after the session. If less time is required, counsel will be refunded accordingly. For smaller two-party cases in which counsel choose the RapidResolve rate described above, counsel shall each deposit \$500.

#### Responsibility for Fees

Counsel representing the parties shall be directly responsible for equally sharing the fees associated with the mediation or arbitration, unless otherwise agreed in writing prior to the session. Payment and fee adjustments may be negotiated.