**Mediation Services**

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| **INFORMATION SHEET FOR HALF-DAY MEDIATION** Effective January 1, 2015 | |
| **TO SCHEDULE A MEDATION** | Please call: **813-222-0977** or email: [sydney@tampatriallawyers.com](mailto:sydney@tampatriallawyers.com) |
| **SCHEDULING:** | Half-day mediations are scheduled as follows:        ♦  Morning mediation: Begin anytime; must conclude by 1:00 P.M.        ♦  Afternoon mediation: Begin 1:30 P.M. or later; no end time |
| **RATES:** | $350.00 per hour for two party mediations or  $125.00 per hour per party in three or more party mediations.  There will be a 3-hour minimum bill per mediation or party as applicable. The fee shall be divided equally between or among the parties unless otherwise agreed before or at the mediation.  Additionally, travel time for mediations outside Hillsborough and Pinellas Counties will be billed at the rate of $100.00 per hour. |
| **MINIMUM  FEE** | Three (3) hours at rates listed above. |
| **CANCELLATION POLICY:** | ►  Two (2) hours at rates listed above if notice of cancellation is not received by mediator at least three (3) business days before day of scheduled mediation.  ►  If notice of cancellation is not received by mediator and mediator appears at scheduled date and time, a cancellation fee of three (3) hours, at rates listed above, will be charged. |
| **SERVICES CHARGED FOR:** | ►  Review of all documents submitted for mediation; preparation of documents relative to mediation; telephone conferences; mediation session(s). |
| **MISCELLANEOUS:** | ►  If you intend to provide a mediation summary, please submit it to mediator  at least three (3) days prior to the mediation.  ►  The number of people attending should be provided so mediator can ensure that the reserved facilities will be adequate. |
| **PAYMENT:** | ►  Within thirty (30) days of mediation.  ►  If carriers prefer direct billing, please provide mediator’s office with all necessary billing information prior to the mediation. |