

## MEDIATION FIXED FEES – SCHEDULE

### LEVEL 1 FEES – INITIAL ASSESSMENT

WORK TYPE	WORK INCLUDED	TIME LIMIT	COSTS (each)	VAT (each)	TOTAL (each)	COSTS (joint)	VAT (joint)	GLOBAL TOTAL (joint)
<b>MIAM SESSION</b>	To include Initial Individual meeting. To completing all necessary checks for the Mediator to determine if mediation should proceed to a joint session. To taking basic information/details only. To explaining in detail the process of mediation and obligations upon you and the mediator and to entering into the agreement to mediate.	Max 45 mins	£50 each	£10.00	£60.00	N/A	N/A	N/A
<b>MIAM CERTIFICATE</b>	To include preparing and issuing MIAM certificate only	Max 45 mins	£50	£10	£60	N/A	N/A	N/A
<b>JOINT INTAKE SESSION</b>	To include Initial Joint meeting. To completing all necessary checks for the Mediator to determine if mediation should proceed to a joint session. To taking basic information/details only. To explaining in detail the process of mediation and obligations upon you and the mediator and to entering into the agreement to mediate.	Max 1 ½ hours work	£75	£15	£90	£150	£30	£180

### LEVEL 2 FEES – JOINT SESSIONS

WORK TYPE	WORK INCLUDED	TIME LIMIT	COSTS (each)	VAT (each)	TOTAL (each)	COSTS (joint)	VAT (joint)	GLOBAL TOTAL (joint)
<b>MEDIATION – JOINT SINGLE SESSION (BASIC)</b>	To include mediation on all future sessions charged per session, in accordance with the agreement to mediate.	Max of 1 ½ hours work	£175	£35	£210	£350	£70	£420
<b>MEDIATION MULTI SESSIONS PACKAGE</b>	To include mediation on all sessions in relation to children issues only, in accordance with the	Max 4 sessions	£400	£80	£480	£800	£160	£960

<b>(CHILDREN)</b>	agreement to mediate. Each session no longer than 1 ½ hours.							
<b>MEDIATION MULTI SESSIONS – PACKAGE (FINANCES)</b>	To include mediation on all sessions in relation to financial issues only, in accordance with the agreement to mediate. Each session no longer than 1 ½ hours.	Max 4 sessions	£500	£100	600	£1000	£200	£1200
<b>MEDIATION MULTI SESSIONS – PACKAGE (ALL ISSUES)</b>	To include mediation on all sessions in relation to children and financial issues, in accordance with the agreement to mediate. Each session no longer than 1 ½ hours.	Max 4 sessions	£600	£120	£720	£1200	£240	1,440

### LEVEL 3 - CONCLUSION

<b>WORK TYPE</b>	<b>WORK INCLUDED</b>	<b>TIME LIMIT</b>	<b>COSTS (each)</b>	<b>VAT (each)</b>	<b>TOTAL (each)</b>	<b>COSTS (joint)</b>	<b>VAT (joint)</b>	<b>GLOBAL TOTAL (joint)</b>
<b>MEDIATION – CONCLUSION (CHILDREN)</b>	To include preparation and sending out of Memorandum of Understanding, including to respective solicitors where appropriate.	Max of 1 ½ hours work	£125	£25	£150	£250	£50	£300
<b>MEDIATION – CONCLUSION (FINANCES / ALL ISSUES)</b>	To include preparation and sending out of Financial/Summary Documents and Memorandum of Understanding, including to respective solicitors where appropriate.	Max of 2 hours work	£175	£35	£210	£350	£70	£420

### The small print

1. All fixed fee cases are subject to the approval by a Director that the case is appropriate to be dealt with in this way. Some cases will be too complex and the decision as to whether it is appropriate for fixed fee is one for the Director.

2. Where agreed, the fixed fee will be payable regardless of the duration of the session, unless it exceeds the maximum hours permitted under the scheme.
3. Multi sessions allow for a maximum of 4 sessions
4. Disbursements (e.g. valuations, actuarial reports, accountant reports, family counsellor reports) are all charged separately and are due in advance.
5. The client will be expected to pay the full amount of the fixed fee up front by credit or debit card.
6. All fixed fee matters will be subject to a fair usage policy which in most cases has been set by a maximum number of hours the client must sign our standard terms to confirm that they understand that once that time limit is exceeded on their case they will be charged the Mediators normal hourly rate based upon their legal qualified status which is :
  - (a) Partner/Director Mediators £190.00
  - (b) Solicitor Mediators £160.00
7. Fixed Fees are cumulative 'bolt-on' packages and the total of each fixed fee package will apply cumulatively to the final fee charged
8. All fixed fees remain subject to the Agreement to Mediate and appropriate conduct within each session. Early termination of a session as a result of breach of the Agreement to Mediate will be non-refundable.
9. In financial cases fixed fees will not apply if there are assets worth more than £500,000 excluding the value of the matrimonial home

I \_\_\_\_\_ [Print Name] REF: \_\_\_\_\_

**Confirm that I understand and accept the above fixed fees scheme in accordance with your terms of engagement**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_