



MEDIATION PAYMENT INSTRUCTIONS

I. Session Types and Payment Rates

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|--|--------------------------|
| A. Express Session (up to 2 hours): | \$200 per party |
| B. Half-day Session (up to 4 hours): | \$375 per party |
| C. Extended Half-Day Session (up to 6 hours): | \$575 per party |
| D. Full-Day Session (up to 8 hours): | \$750 per party |
| E. Overtime Hours: | \$100 per hour per party |

II. Payment Method Options

- A. **Zelle** to klevels@levelslaw.net - **PREFERRED**
- B. **Secure Online Payment:**
 - 1. **Law Pay:** <https://secure.lawpay.com/pages/levelslaw/operating>
 - a) Debit or credit card (**add 3%** to your total)
 - b) **eCheck**/ACH electronic debit - **PREFERRED**
 - 2. **PayPal**
 - a) Debit or credit card (**add 3%** to your total)
- C. **Money Order or Attorney Firm Check** (must be **received** prior to mediation)

III. Payment Timeline

- A. **Mediation Fee:** Payment should be made at least **three (3)** business days prior to the scheduled mediation.
- B. **Overtime Fee:** Payment must be made in full the same day prior to leaving the mediation session.

IV. Cancellation Policy

- 1. Late cancellation: If the mediation is canceled within 48 hours of the scheduled start time, the following cancellation fees will be assessed.
 - a. 2 hour session: the full mediation fee will still be due to the mediator
 - b. 4 hour session: fee of \$100 per party will still be due to the mediator
 - c. 6 - 8 hour session: fee of \$150 per party will still be due to the mediator
- 2. No-Show or Walk-out: The mediation fee is non-refundable if a party fails to appear and/or participate in a scheduled mediation.
- 3. Impasse or early termination of session: The mediation fee is non-refundable in the event the mediation concludes earlier than scheduled session block.

The mediator will consider any other unexpected situations which require late cancellation at the mediator's discretion. At the discretion of the mediator, cancellation fees may be applied toward a future scheduled mediation in the same case.