Hon. M. Gino Brogdon, Sr.

ADMINISTRATIVE FEE

$300.00 per party / per day

MEDIATION FEES

2 Party* Case: **$5,000.00** per party, per day

3 Party* Case: **$4,000.00** per party, per day

4+ Party* Case: **$3,500.00** per party, per day

Hearings outside of Metro Atlanta

For a two-party case, the fee is $10,000 per party, per day. For a three-party case, the cost is $8,000 per party, per day. For cases with four or more parties, the rate is $7,000 per party, per day.

Time allocated for document review, research, factual and legal analysis, and any other preparatory or follow-up work outside of the mediation session, up to a maximum of two hours before and two hours after the mediation, is included in the Daily Flat Rate. Any additional time exceeding these two-hour allowances will be billed at a rate of $1,300 per hour. This fee will be evenly divided among all parties, irrespective of which party provided the materials for review.

TRAVEL TIME & EXPENSE

Hearings outside metro Atlanta area - $500.00 per hour for travel time; plus customary travel expenses including, but not limited to, mileage, car rental, lodging and meals. For cases requiring air travel, outside of Georgia, a flat rate fee of $2,000.00 is charged plus $750.00 for each additional overnight stay for lodging, meals, etc.

IMPORTANT NOTICES

* Parties refers to BILLABLE PARTIES to our Mediation / Arbitration agreements; regardless of the number of parties named in the related lawsuit.

All charges will be shared equally among all parties, unless otherwise agreed in writing.

Pro se parties are required to pay an estimated deposit amount BEFORE hearing dates are confirmed.

Our contract for services is WITH THE ATTORNEY(S). We extend credit, with no advance deposit requirement for mediations, based on the attorney's credit. The attorney, in turn, collects from his/her client. Therefore, we expect payment from the attorney(s) regardless of client activity.

HENNING MEDIATION & ARBITRATION SERVICE INCORPORATED

3350 Riverwood Parkway | Lobby-Suite 75 | Atlanta, Georgia 30339 | Phone: 770-955-2252 | Email: info@henningmediation.com
www.henningmediation.com

CANCELLATION POLICY

Written confirmation of your hearing will be emailed to all parties within 48 hours of the case information being provided to HMA.

Our staff will re-confirm the hearing date(s) and time by email and/or telephone two (2) weeks in advance of the scheduled hearing date(s). If the matter is cancelled or rescheduled at or before this time, no cancellation fees will apply. Our case coordinators will be happy to assist you in rescheduling your matter for another date that is suitable for all parties.

After a hearing date(s) has been scheduled and notices have been sent, no cancellation fee shall be charged if the mediation or arbitration is cancelled or rescheduled more than **FOURTEEN (14)** days from the date scheduled. Such cancellation or rescheduling notice must be received in writing.

If either party or counsel cancels within two weeks (fourteen calendar days) of the originally scheduled date for mediation, for whatever reason, except for court conflicts or documented medical reasons. **THE CANCELLING PARTY MUST PAY A CANCELLATION FEE IN THE FULL AMOUNT OF $10,000.00** since such date cannot likely be filled with another mediation. If the matter is rescheduled with Judge Brogdon to occur within the 90 days following the original mediation date <u>AND</u> the original date has been booked with another mediation, Judge Brogdon will likely waive the cancellation fee. Such notice of cancellation must be via email or in writing.

Cases that are booked within the fourteen day cancellation window will be considered confirmed, and will be subject to the cancellation policy detailed above.

All requests for cancellation must be received in writing, preferably via email to scheduling@henningmediation.com. The request should include the HMA matter #, the style of the case, the original hearing date and the <u>reason for the requested cancellation</u>. Please copy all participants in the matter on your cancellation request.

We trust this policy will allow our clients to secure hearing dates with their preferred neutral and also be fair to our mediators who are making the commitment to work your case on the date scheduled.

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