

MEDIATION/ARBITRATION FEE SCHEDULE AND POLICY

Northcraft, Bigby & Biggs, P.C.
819 Virginia Street, Suite C-2, Seattle, WA 98101
tel: 206.623.0229
fax: 206.623.0234

Hourly Rates

Number of Parties	Per Party Hourly Rate	Total Hourly Rate
2	\$125	\$250
3 or more	\$100 or less	\$300

The normal hourly rate will be charged for preparation time, and the minimum hourly charge for any matter is two hours.

Half Day and Full Day Rates

In addition to hourly rates, we offer half-day and full-day rates. The half-day rate includes one hour of preparation time; the full-day rate includes two hours of preparation time.

Number of Parties	Per Party Half Day Rate	Per Party Full Day Rate
2	\$500	\$950
3 or more	\$400 maximum	\$750 maximum

Half-day hearings will be scheduled from 9:00 a.m. to 1:00 p.m. for the morning session, and from 1:30 p.m. to 5:30 p.m. for the afternoon session. Full-day hearings are from 9:00 a.m. to 5:00 p.m.

Post-hearing Communications

All time for post-hearing communications, whether by telephone, in person or through written communication will be billed at the rate of \$250 per hour.

General Conditions

1. We request that each party limit its submission of written materials to not more than ten pages, plus a reasonable amount of attachments. Time required for reviewing excessive submissions will be billed at the rates specified above.
2. Unless other arrangements are made in advance, each party will be charged a prorata portion of the total fee for the services.
3. **PREPAYMENT IS DUE TEN (10) DAYS PRIOR TO THE HEARING. Failure to pay by the due date may, at our sole option, result in removal of the case from our calendar.**
4. Attorneys are responsible for payment of their clients' share of the fees. We will look to the attorney for prepayment, and for payment of any additional fees invoiced after the hearing.

5. Fees for time exceeding the amount of prepayment will be billed by separate invoice. Payment for all invoiced amounts are due within twenty (20) days of the invoice date.
6. Travel time for locations between downtown Tacoma and downtown Everett will not be charged for half-day or full-day matters. The parties agree to reimburse the mediator for automobile mileage at the prevailing IRS rate. Other travel in excess of 30 minutes will be billed at the rate of \$250 per hour, plus mileage at the prevailing IRS rate.

Cancellation, Continuance and Refund Policy

1. You must notify our office of any cancellations or continuances no later than five (5) business days before the scheduled hearing date. If you notify our office of the cancellation or continuance after that date, you will be charged for the full scheduled time, unless we are successful in scheduling a replacement arbitration or mediation for that specific time. In the event that your scheduled time is used for another mediation or arbitration, you will only be billed for preparation time of not less than one hour.
2. If a multi-party matter has been scheduled for hearing, and any party in such matter cancels its involvement before the cancellation deadline, the rate will be adjusted to reflect the number of remaining parties. In the event that a party cancels its involvement after the five day cancellation deadline, that party will remain responsible for its share of the fee.
3. No refunds will be made for unused time for matters scheduled for half-day or full-day hearings.

To Arrange a Mediation or Arbitration

Mediations and arbitrations are held at our downtown Seattle office, 819 Virginia Street, Suite C-2, Seattle, Washington, or can be held at such other location as the parties agree.

To arrange a mediation or arbitration, please contact Lilly B. Tang at 206.623.0229 (e-mail Lilly_Tang@northcraft.com). The Acknowledgment of Party set forth below must be completed and signed by each party, and returned to our office.

Acknowledgment of Party

I have read and agree to the terms set forth above in the Mediation/Arbitration Fee Schedule and Policy of Northcraft, Bigby & Biggs, P.C.

DATED: _____, 200__.

Signature

Printed Name

Party Represented

Names and contact information for other parties/attorneys
(attach additional pages as necessary):

Case Name: _____
Cause No: _____

Name: _____
Name of Firm: _____
Address: _____
Telephone No: _____
e-mail: _____
Party represented: _____

Name: _____
Name of Firm: _____
Address: _____
Telephone No: _____
e-mail: _____
Party represented: _____

Name: _____
Name of Firm: _____
Address: _____
Telephone No: _____
e-mail: _____
Party represented: _____