

## Mediation Fees and Policies

Effective June 1, 2010

### Rates:

Mediations are billed at \$1,500.00 (morning or afternoon) or \$2,900.00 (one day).

Each party's *pro rata* share of the fee is due five (5) business days before the first session. Checks should be made payable to Flynn Law Firm, PC (Federal ID #55-0869960). Counsel and parties are jointly responsible for payment of all fees.

### Billing for travel time:

Extra hours or reading or travel at \$375. Travel time is billed only west of Worcester, Massachusetts, south of the Cape Cod Canal, or out of state.

### Scheduling and Cancellations:

Parties may book mediations with Flynn Law Firm in either half-day sessions or full-day sessions.

Flynn Law Firm, PC, reserves the right to retain 50 percent of the pre-payment if the mediation is cancelled within three (3) days, and to retain 75% percent of the pre-payment if the cancellation is on the business day before the scheduled mediation. This is largely because the mere fact of a scheduled mediation is itself a settlement-stimulating event, and the mediator's time validly reserved should be compensated.

### Charge for Lack of Authority:

Parties shall assure that at all mediation sessions the principal person with authority to agree to settlement terms is present, not on telephone contact, but

present unless there is specific pre-mediation agreement by all involved. An insurance claims person with authority shall be present for all cases involving liability claims. Any exception to the requirement that principals or insurers with authority be present must be agreed to by all parties and Flynn Law Firm, PC, in advance of the mediation. A party failing to meet these obligations will be solely responsible for any consequent cancellation fee.

### Directions:

For your convenience, our offices are easy to find. From Route 95/128 take the Route 16 Exit West into Wellesley. Follow Route 16 for 3/10<sup>ths</sup> of a mile. Mica Lane is on the right directly across from Dunkin Donuts and Papa Razzi Restaurant. Park in the Suite 101 or visitor spaces.

Other locations are available in Boston, Springfield and Worcester for your convenience.

### Contact Information:

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