



## FEE POLICY FOR PRIVATE PARTY MEDIATION

The Resolution Center (formerly North Shore Community Mediation Center) is a non-profit 501(c)(3) corporation offering residents of the North Shore high-quality mediation services at a reasonable fee. Our experienced volunteer mediators have been trained under the guidelines set by the Massachusetts Supreme Judicial Court Uniform Rules on Dispute Resolution. Mediation helps parties settle disputes because it is a voluntary process that promotes options. The mediators are impartial and they empower the parties to explore their own solutions to their dispute in a private, safe environment. The Resolution Center is funded through fees for services, donations, grants, major gifts, membership fees, professional trainings, workshops, entrepreneurial partnerships and events.

### Administrative Fee:

The Resolution Center charges \$25 per party at the completion of the intake process, which consists of preparatory calls with each party for Center staff to explain the mediation process, hear about the situation from each party's perspective, answer questions about mediation, and help each party determine if they are willing to participate. The administrative fee also covers scheduling and preparation for the mediation session(s), coordination, and post-session follow-up as needed.

### Session Fee:

The Resolution Center is committed to providing accessible conflict resolution services regardless of a party's ability to pay. Our sliding fee scale for each session (session lasting up to three hours) is as follows:

Total Gross Earnings of Party	Fee Per Party, per Session
\$0 - \$25,000	\$35
\$25,001 - \$50,000	\$50
\$50,001 - \$75,000	\$75
\$75,001 - \$100,000	\$100
\$100,001 - \$150,000	\$150
\$150,000+ or no income verification provided	\$200

Billing for a mediation session will not be based on whether a mediated agreement is reached, but on the fact that a mediation process occurred. Participation in mediation is voluntary, and parties may choose to withdraw at any point in the process. If, during a mediation session, either party has a problem with a mediator or the mediation process, it should be brought to the attention of the Case Coordinator who will assist them in finding an acceptable solution.

A twenty-four-hour notice of a cancellation by phone to 978-232-1212 by either party or the Referral Agency is required to avoid charges. The Resolution Center will invoice the individual(s) or agency/organization(s) listed on this Fee Agreement. ***Please provide the billing details requested on page 2 and ensure that each individual or an authorized representative of each agency/organization that will be billed for services signs this fee agreement.***



Finding common ground  
through mediation

## FEE AGREEMENT

I (we) have read the above fee policy regarding voluntary participation in a mediation session conducted by The Resolution Center. I (we) accept the terms of the agreement and understand that The Resolution Center will bill us \$\_\_\_\_\_ per party for each mediation session involving this case.

Signature(s): \_\_\_\_\_

Print name(s): \_\_\_\_\_

Agency: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## BILLING DETAILS

Amount to be billed:  **Total Bill**  **Percentage:** \_\_\_\_\_  **Amount:** \_\_\_\_\_

Name of Individual/Agency/Organization to be billed: \_\_\_\_\_

Name and Title of Contact Person (if Agency/Organization): \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount to be billed:  **Total Bill**  **Percentage:** \_\_\_\_\_  **Amount:** \_\_\_\_\_

Name of Individual/Agency/Organization to be billed: \_\_\_\_\_

Name and Title of Contact Person (if Agency/Organization): \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_