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**Policies Regarding Postponements, Cancellations, and No-Shows
For Court-Referred Mediations**

Mediation is a flexible process and issues often come up that affect scheduling. Accordingly, I have developed the following guidelines for postponements, cancellations, and no-shows that I believe is fair to the parties and to me. By proceeding with the mediation, you are agreeing to the terms below.

If a party informs me that he or she does not wish to mediate and this wish is communicated after the Court's opt-out deadline and (a) before the parties and I have agreed upon a mediation date, or (b) if the parties and I have set a mediation date and I am informed more than twenty (20) working days before that date, I will report the party's desire to the Court. It will be up to the Court to decide whether to issue a Show Cause Order and whether to impose sanctions.

If the parties and I have set a mediation date and a party informs me between twenty (20) and three (3) working days prior to that date that he or she wishes to:

Cancel because the case has settled, plaintiff's counsel should provide me documentation indicating that the case has settled. I will report to the Court that the mediation session was not held because the parties settled prior to the scheduled date.

Cancel for any reason other than that the case has settled, that party is responsible for paying me \$100 as compensation for holding the date. If both parties cancel, each will be responsible for paying me \$50. I will report the cancellation to the Court and it will be up to the Court to decide whether to issue a Show Cause Order and whether to impose sanctions.

Postpone, that party will be responsible for paying me \$50 as compensation for holding the initial date. If both parties want to postpone, each will be responsible for paying me \$25. I will report the postponement to the Court.

Within two (2) working days of the scheduled mediation date:

If the parties wish to cancel because the case has settled, each party is responsible for paying me \$50 as compensation for holding the date. Plaintiff's counsel should provide me documentation indicating that the case has settled. I will report to the Court that the mediation session was not held because the parties settled prior to the scheduled date.

If a party wishes to cancel for any reason other than that the case has settled, that party will be responsible for paying me \$400 as compensation for holding the date. If both parties cancel, each will be responsible for paying me \$200. I will report the cancellation to the Court and it will be up to the Court to decide whether to issue a Show Cause Order and whether to impose sanctions.

If a party wishes to postpone, that party will be responsible for paying me \$200 as compensation for holding the initial date. If both parties want to postpone, each will be responsible for paying me \$100. I will report the postponement to the Court.

If a party fails to appear at the scheduled mediation with no advance notice (no-show), that party will be responsible for paying me \$400 as compensation for holding the date. If both parties fail to show, each will be responsible for paying me \$200. I will report the no-show(s) to the Court and it will be up to the Court to decide whether to issue a Show Cause Order and whether to impose sanctions.