

PATUXENT MEDIATION SERVICES, LLC

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**Policies Regarding Postponements, Cancellations, and No-Shows
For Private 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 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 matter has settled, the party bringing the action or his counsel should provide me documentation indicating that the matter has settled.

Cancel for any reason other than that the matter has settled, the party informing me is responsible for paying me \$100 as compensation for holding the date, plus a \$50 administrative processing fee. If both parties cancel, each will be responsible for paying me \$50, plus \$50 each for the administrative processing fee.

Postpone, the party informing me will be responsible for paying me \$50 as compensation for holding the initial date, plus the \$50 administrative processing fee. If both parties want to postpone, each will be responsible for paying me \$25, plus \$50 each for the administrative processing fee.

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

If the parties wish to cancel because the matter has settled, each party is responsible for paying me \$50 as compensation for holding the date, plus the \$50 administrative processing fee each. The party bringing the action or his counsel should provide me documentation indicating that the matter has settled.

If a party wishes to cancel for any reason other than that the matter has settled, that party will be responsible for paying me \$400 as compensation for holding the date, plus the \$50 administrative processing fee. If both parties cancel, each will

be responsible for paying me \$200, plus the \$50 administrative processing fee each.

If a party wishes to postpone, that party will be responsible for paying me \$200 as compensation for holding the initial date, plus the \$50 administrative processing fee. If both parties want to postpone, each will be responsible for paying me \$100, plus the \$50 administrative processing fee each.

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, plus the \$50 administrative processing fee. If both parties fail to show, each will be responsible for paying me \$200, plus the \$50 administrative processing fee each.