

Jacqueline Hogan Scola, P.A.



## ENGAGEMENT & CANCELLATION POLICY

1. **Professional Fees/Rate:** Professional Services billed for include reading, research, and other preparation, as well as the session itself and any overage or additional time necessary; the fee is charged at **\$500 an hour**. Unused reserved time will not be refunded. If there are more than four (4) Parties involved in the Mediation, an additional **\$100 per hour** will be charged and for more than seven (7) Parties another **\$100 an hour**.
2. **Travel:** If travel outside of Miami-Dade County is necessary, it will be billed at the hourly rate of \$500 an hour portal-to-portal; any expenses will be charged at cost.
3. **Cancellation and Rescheduling Policy:** Fees for sessions are not refundable if a session is canceled or rescheduled less than seven (7) days prior to the scheduled mediation unless the time is filled by another case. The mediator will make reasonable efforts to fill the time that had been scheduled. The fees should be paid by the canceling party(ies).
4. **Payment:** Parties are to divide the fees equally unless there is an agreement or court order setting forth a different division of payment responsibility. Payment of deposit is to be made at the time of scheduling and signing the engagement letter but in **no event later than seven (7) days prior to the scheduled session. Please note that any bank fees charged will be assessed to your portion of the invoice.**

5. **Any additional time:** is due and shall be paid at the end of the session by credit card (authorization form to be provided) or by check (payable to: **Jacqueline Hogan Scola, P.A.**) within 72 hours of the termination of the session.

6. **There are no administrative fees.**

7. **Minimum Fees**

a) **Minimum fees: *Half-day Mediation or Arbitration:*** There is a minimum of four **(4) hours** for the half-day (4 hour) session and two **(2) hours** for preparation. A deposit of **\$3000.00** should be equally divided between the Parties, due jointly and severally, and submitted no later than seven (7) days prior to the mediation/arbitration. Failure to do so may result in cancellation and loss of the scheduled time.

b) **Minimum fees: *Full-day Mediation or Arbitration:*** There is a minimum of eight **(8) hours** for the full-day session plus four **(4) hours** for preparation. A deposit of **\$6000.00** should be equally divided between the Parties, due jointly and severally, and submitted no later than seven (7) days prior to the mediation/arbitration. Failure to do so may result in cancellation and loss of the scheduled time.

**Scheduling: If the dates you need/want are not available, please reach out by phone (305) 975-5608 or email [jackiscolapa@gmail.com](mailto:jackiscolapa@gmail.com) to discuss your special request and all efforts will be made to accommodate.**

**By signing here, each individual certifies that he/she has read, understands, and agrees to the terms herein.**

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(signature)/printed name

\_\_\_\_\_  
(signature)/printed name

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(Date)

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(Date)