



PHILIP MEDIATION

ARBITRATION FEE SCHEDULE

1. PAYMENT REQUIREMENT – The applicable administrative filing fee is due at the time of case referral. Projected hearing fees must be pre-paid by the required deadline. Failure to pre-pay by the required deadline constitutes a failure to proceed and requires cancellation of the hearing or a revised fee allocation.

2. ADMINISTRATIVE FILING FEE – Philip Mediation does not impose a separate administrative filing fee or any other case handling fees. However, an administrative filing fee of \$150 (which will be applied to the total arbitration amount) is due at the time of filing a claim, counterclaim, or response, as set forth in the Philip Mediation Arbitration Rules.

3. ARBITRATOR'S FEES – Philip Mediation charges a fee of \$300 per hour, subject to a 4-hour (\$1,200) minimum. This amount charged includes any travel time within the greater Seattle area.

4. MINIMUM HEARING FEE – Arbitration hearings are subject to a minimum hearing fee equal to the time reserved on the calendar (4 or 8 hours per hearing day).

5. PREPARATION TIME – Preparation time is billed at the standard hourly rate referenced in Paragraph 1 of this Fee Schedule. Preparation time includes, but is not limited to document review, pre-hearing disputes, legal research, deliberation, and drafting.

6. TRAVEL TIME – Travel time outside the Seattle area is billed at a rate of \$200 per hour (rounded up in 15-minute increments).

7. AWARD OF ARBITRATION FEES – Unless the parties agree otherwise in writing, the arbitrator may assess arbitration fees as part of an award.

8. SETTLEMENT OR WITHDRAWAL – If a case is withdrawn from the arbitration process for any reason after scheduling has occurred, the filing fee will be billed to the parties in accordance with their fee agreement, regardless of which party cancels the hearing.

9. CANCELLATION POLICY – (a) If a single day hearing is cancelled or rescheduled fewer than five (5) business days before the hearing, a late cancellation fee equal to the minimum hearing fee will be charged according to the parties' fee agreement, unless a substitute matter can be scheduled; (b) If a multi-day hearing is cancelled or rescheduled fewer than ten (10) business days before the first hearing date (or if a multi-day hearing utilizes fewer days than reserved), a late cancellation fee equal to the minimum hearing fee will be charged for each day reserved but unused, unless substitute matters can be scheduled. If a dispute arises concerning cancellation fee responsibility, the arbitrator can determine the fee allocation. The cancellation fee is imposed in addition to the arbitrator's charges for any time and expenses incurred before the hearing. Other cancellation policies may apply to cases involving extraordinary travel, review or scheduling requirements. The hearing date is not counted for late cancellation fee purposes.