

Mediation Fees Guide

Mediation fees are always agreed in advance, and depend on a number of factors, including:

- the amount in dispute (including any counterclaim)
- the number of parties
- the complexity of the case
- the amount of preparation required
- the length of the mediation (usually a full or half day)

A general guide to Emma's mediation fees is set out below, based on a two-party, full-day civil or commercial mediation:

Amount in dispute	Mediation fee¹
Up to £100,000	£500 per party
£100,000 – £250,000	£1250 per party
£250,000 - £1,000,000	£1500 per party
£1,000,000- £5,000,000	£1900 per party
£5,000,000 +	Please contact to discuss

Fees are payable 14 days in advance of the mediation.

The mediation fee includes:

- Up to 8 hours at the mediation itself
- Up to 5 hours of preparation time and pre-mediation contact with the parties and their legal representatives
- A draft mediation agreement and final agreement for signature
- Telephone follow-up with the parties should the mediation not result in a settlement

Please note that the mediation fee does not include the cost of the mediation venue.

Non-commercial organisations and smaller cases

Emma believes that mediation should be both accessible and affordable, and accordingly is happy to consider fee reductions for charities and non-commercial organisations.

¹ Emma now mediates through her limited company, Gooding Consultancy Services Limited, which is not currently registered for VAT.

For smaller cases, Emma recommends either a half-day mediation at reduced rates or an online mediation, via Zoom. A separate fee structure applies to half day and online mediations, and is available on request.

Additional fees

Additional fees may be charged (by agreement in advance with the parties) for:

- time spent in mediation beyond the 8 hour mediation day
- exceptional reading or preparation time
- subsequent mediation meetings if the dispute does not settle on the mediation day
- exceptional travel time (for example travel overseas)

These additional fees will be charged at the rate of £200 per hour, unless the parties and Emma agree otherwise.

Workplace mediations

Emma also has a separate fee structure for workplace mediations, available on request, reflecting the fact that workplace mediations (including pre-meetings and follow-up) commonly take place over several days, and the company in question usually bears the cost rather than the cost being split by the parties.

Travel expenses

Fees include reasonable travel expenses for journeys of less than 1.5 hours from Bath/Bristol. Expenses will be charged for journeys over 1.5 hours, and where an overnight stay is required.

Cancellation

If the fees are not paid in full before the mediation day, Emma reserves the right to cancel the mediation.

If the mediation is cancelled (rather than merely postponed) part of the mediation fee may be payable, as follows:

- Cancellation more than 14 days before the mediation: no fee
- Cancellation 8 – 14 days before the mediation: 50% of mediation fee
- Cancellation 7 days or less before the mediation: 100% of the mediation fee

Cancellation fees will be borne by the parties equally, unless otherwise agreed.

Emma welcomes all enquiries regarding mediation, on a no obligation, confidential basis. Please feel free to contact her directly on emma@emmagoodingmediator.co.uk.