

Terms and Conditions

The Fee

- The Mediation Information and Assessment Meeting (MIAM) is charged at £90.00.
- The Mediation Fee, as set out in the Agreement to Mediation.
- One hour of the mediator's time to review the case and liaise with the parties.
- Evening appointments are available subject to the parties' prior agreement and may incur extra costs.
- Subject to the parties' prior agreement, any time worked by the mediator will be charged at an agreed hourly rate per party.

Payment

- Fees are payable no later than 14 days in advance of the mediation meeting / MIAM.
- All fees are paid individually by each person unless otherwise agreed in writing.
- If payment is not received prior to the mediation taking place, the mediation will only proceed if the solicitor representing any party that has not paid undertakes to pay the invoice(s) within seven days of the mediation taking place.
- Failure to give this written undertaking at least seven working days prior to the mediation will result in the mediation being cancelled and the parties' incurring charges for the mediation fee.
- If the mediation is cancelled as a result of either party failing to pay its invoice or providing this written undertaking Pam Hatfield Associates Ltd will not be liable to any party for any loss or inconvenience so caused.
- Failure to make a payment prior to the mediation will result in the mediation being cancelled and the parties' incurring 100 per cent cancellation charges of the mediation fee.
- Any additional charges are payable on receipt of the mediator's invoice.



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Invoicing

Invoices will be issued on the following basis:

- First invoice - mediation fee for the preparation hours and mediation hours booked and on account expenses as agreed in advance.
- Second invoice - any additional preparation hours, and for mediation hours or expenses not included on the first invoice.
- Invoices are prepared separately for Document Preparation, to draft an Open Summary of Financial Information, and a Memorandum of Understanding.

Cancellation and Postponement

- In the event of cancellation or postponement by either party received by Pam Hatfield Associates Ltd in writing, all agreed expenses incurred by the mediator plus any preparation time chargeable at the Mediation Fee per hour and will be payable in full;
- More than Fourteen days before the mediation was due to take place and after the mediator and date have been confirmed by Pam Hatfield Associates Ltd, Pam Hatfield Associates Ltd will be entitled to any irrecoverable expenses and a £150 per party charge.
- Fourteen days or less but more than seven days before the mediation was due to take place, Pam Hatfield Associates Ltd will be entitled to: 50 per cent of the mediation fees and all expenses incurred in relation to the mediation.
- Seven days or less but more than 48 hours before the mediation was due to take place Pam Hatfield Associates Ltd will be entitled to: 75 per cent of the mediation fees and all expenses incurred in relation to the mediation.
- 48 hours before the mediation was due to take place or less, Pam Hatfield Associates Ltd will be entitled to: 100 per cent of the mediation fees and all expenses incurred in relation to the mediation.

