

# STEVENS ARBITRATION & MEDIATION

## FEE SCHEDULE

Ms. Stevens charges a daily flat rate for all arbitrations and mediations. For mediations, the fee includes preparation and all time spent in the actual mediation, plus any reasonable follow-up. For arbitrations, with the exception of interest arbitrations, the fee is a per diem of \$2500 for each day of hearing. The per diem rate for interest arbitrations is \$2800 per day. A hearing day is any portion of a day up to eight hours. The parties are also billed the per diem rate of \$2500 for study and writing of the Opinion, Award or Report and any partial day will be prorated at an hourly rate of \$325 per hour. ***There is no charge for the preliminary hearing conference call up to sixty (60) minutes.***

## Cancellation

If the scheduled hearing is postponed or cancelled with less than 21 calendar days' notice, the per diem rate for each day of hearing shall be billed if another hearing cannot be set in its place.

## Expenses

The parties will not be billed for routine copying, phone, clerical or incidental office expenses. Parties will be billed for the actual cost of reasonable travel and case-related expenses, including airfare and other transportation (e.g., car rental, parking, taxi), food, and lodging. Automobile mileage is charged at the applicable IRS expense rate for use of my personal vehicle.

## Travel Time

There is no charge for travel time within the Bay Area. However, if the hearing location is more than two hours away from my home roundtrip, travel time will be billed at the rate of \$150 per hour.

## Unrepresented Parties Cases

A deposit of one hearing date fees is required 60 days before the hearing date in cases involving an unrepresented individual grievant or employee. The deposit will be applied to any costs incurred by the unrepresented party and will be refunded in full if the hearing is cancelled more than 21 calendar days before the scheduled hearing date.

## Interim Billing

At my discretion, I may bill the parties on an interim basis after each phase of the case, such as after a day of hearing.