



Arbitration Fee Schedule

Filing Fee

A non-refundable filing fee of \$200.00 is required to initiate arbitration proceedings. The filing fee must be received within thirty (30) days after the filing of the arbitration demand. Failure to timely submit the filing fee may result in the matter being administratively closed.

Arbitration Hearing Fees

Hearing Fee

- \$250.00 per party, per hour
- Two (2) hour minimum hearing time

Hearing time includes all time spent conducting the arbitration hearing.

Administrative Fee

An administrative fee of \$200.00 per party, per hearing day will be assessed for each scheduled hearing date.

Administrative services include, but are not limited to:

- Case administration
- Scheduling and calendar management
- Communications with the parties
- Document management
- Hearing preparation
- Preparation and issuance of the final written arbitration award

Payment Policy

Unless otherwise agreed in writing:

- All filing fees, hearing fees, and administrative fees must be paid in full prior to the arbitration hearing.
- Any additional hearing time beyond the initial minimum will be billed at the applicable hourly rate.
- Outstanding balances must be paid in full before the final written arbitration award is issued.



Cancellation Policy

Requests to cancel or reschedule a hearing must be submitted in writing. Cancellation fees are assessed as follows:

More than twenty-one (21) calendar days before the scheduled hearing

- No cancellation fee.

Between twenty-one (21) days and seven (7) days before the scheduled hearing

Each party shall be responsible for:

- Two (2) hours of hearing fees; and
- One (1) administrative fee of \$200.00 per party.

Less than seven (7) calendar days before the scheduled hearing

Each party shall be responsible for:

- Four (4) hours of hearing fees; and
- One (1) administrative fee of \$200.00 per party.

Method of Payment

Accepted payment methods include ACH transfer, credit card, debit card, or other approved electronic payment methods.

Questions

Questions regarding fees, scheduling, or the arbitration process may be directed to Porter & Lambert Resolution prior to filing.