

Clackamas County Resolution Services
Information Regarding Fees

A. Mediation Sessions/Fee Schedule

1. If you have a family law case pending before the court, you are entitled to two mediation sessions at no charge. After that the hourly rate for mediation sessions is \$125.
2. If you do not have a family law case pending before the court, the fee for mediation sessions, document preparation including letters, emails, Mediated Settlement Agreements – drafts and finalization (to reflect any agreements or understandings that you reach in mediation), pleadings or other memorandum is \$125 per hour. Please Note: Most mediation sessions are scheduled for at least 90 minutes.
3. If your session exceeds the scheduled time frame, you are charged in quarter-hour increments, rounded up to the next 15 minutes, which you must pay as you leave.
4. Fees and any outstanding balance are due before your mediation session begins.
5. You are *each* individually responsible for informing *our office and the other party* that you are cancelling a scheduled joint mediation session. If you cancel with at least 48 hours' notice, you will *not* be charged for the session. If you cancel with less than 48 hours' notice, or do not show up for the session, you as the person who missed the scheduled mediation session will be responsible for the fee for the whole session (not just your half), even if your fees for services are waived.

B. Document Preparation

1. The minimum charge for preparing a Mediated Settlement Agreement is \$125.
2. The cost for final document preparation typically ranges from one to four hours (\$125-\$500), but may vary based on the facts and circumstances of your particular case.
3. Family Law Clinic or completion session (during which you may review and sign your final Mediated Settlement Agreement) are 30 minutes.

C. General Casework

Telephone calls, email, case management and/or work performed by your mediator outside of your session will be charged at our regular rate of \$125 per hour.

D. Waiver of Fees

Waiver: If you have a pending family law action and the court waived your filing fees, your fees for family law mediation services are waived, subject to the cancellation policy in paragraph A5.

E. Change of Financial Circumstance and Review

It is your responsibility to notify Resolution Services if the Court determines you are no longer eligible for a waiver. If the Court determines you no longer qualify for a waiver and you have not notified Resolution Services of this change of circumstances, you will be retroactively responsible for \$125 per hour for services received effective the date the Court determined you no longer qualified. Resolution Services reserves the right to review waivers.

F. Payment Responsibility

1. You pay for your scheduled appointment time, whether or not you use all of the time.
2. Unless you make arrangements with the other party in advance, you will pay for your own *individual sessions*.
3. Unless you make arrangements with the other party in advance, you will pay for half of the fee for all charges, aside from the charge for the other party's individual session.
4. You are jointly and individually responsible to pay for all fees, except for the cost of the other party's *individual session*.

G. Methods of Payment

You can pay by check, cash, or credit card. Credit card payments can be made over the phone. We will provide receipts for payment upon request.

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Upon arrival for your appointment you will be asked to sign an acknowledgement that you have read and understand this document.

CLACKAMAS COUNTY RESOLUTION SERVICES

CONSENT FOR SERVICES AND CONFIDENTIALITY AGREEMENT

Please review the following information about mediation:

- 1. Voluntary.** Mediation is voluntary and I can withdraw from the process at any time. The mediators will not make decisions for me or require me to agree to anything.
- 2. Neutrality.** Mediators are impartial. They will not take sides or determine “right” or “wrong.”
- 3. Legal Advice.** Mediators do not give legal advice. I understand that I do not have an attorney-client relationship with Resolution Services or any individual working for Resolution Services.

I can talk to an attorney at any time if I have questions about my legal rights and responsibilities, including having an attorney review a written agreement before I sign it. Any such counsel will be sought at my own expense.

If I am represented by an attorney in this matter, Resolution Services has my permission to communicate with my attorney about my case.

- 4. Confidentiality.** Mediation meetings occur in a private, confidential setting in order to encourage open, honest discussions. All mediation communications (both verbal and written) are confidential unless I agree otherwise in writing.
 - Confidentiality begins with the first contact made to the mediation program and continues until the case is closed with a final agreement or withdrawal of all participants.
 - Confidential mediation communications include verbal and written communication to the mediator, mediation program staff, a party to mediation, or any other person present at a mediation session.
 - All memoranda, work products, documents, recordings and other materials, including any draft mediation agreement that are prepared for or submitted in the course of or in connection with a mediation are confidential.

I agree not to disclose confidential mediation communications to anyone not present. I understand that I may discuss confidential mediation communications with those with whom I have a *legally privileged relationship* such as, a spouse, registered domestic partner, therapist, attorney, doctor, or clergy.

I agree that any information I share with my mediator may be shared with the other party unless I specifically request that the mediator not share particular information. I understand that if I request the mediator not share particular information, the mediator may choose to end the mediation.

I agree not to record any session, or to allow any undisclosed third party to monitor or overhear a mediation session in any way.

I agree not to ask the mediators or mediation program to testify or share confidential mediation communications. I acknowledge and accept that such communications are not admissible as evidence in any later civil or criminal action. The mediators and mediation program will not provide any information about the mediation communications to anyone outside the mediation program without a written release from all parties.

(NOT APPLICABLE IN FAMILY LAW MEDIATION) **I agree that confidential mediation communications can be shared with the following people (write names below):**

CLACKAMAS COUNTY RESOLUTION SERVICES

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I understand that the following are NOT CONFIDENTIAL:

Existing Information. Information that is already known before mediation, information that is not prepared specifically for use in mediation, or documents that are public records before mediation.

Mediation Agreements. The terms of a final agreement are not confidential. If the agreement is or will be written, the final agreement shall be the whole agreement, or any term thereof, to which each party has shown his or her consent by signing the same original copy of the agreement. If the agreement is not written, Resolution Services will not keep a record of its terms.

Crimes and Legal Violations are not confidential and may be reported to the appropriate authorities.

- Suspected abuse or neglect of a child, dependent adult, or elder, when there is reasonable cause to believe that abuse or neglect has occurred.
- Any clear and serious intention to commit a crime that is likely to result in physical injury, or a threat to the physical safety of any person, property, or animal.
- **For cases in which Clackamas County employees or officers are parties,** information about illegal activities performed during or connected to work for Clackamas County, threats or reports of workplace violence, claims of a hostile work environment, claims of whistleblower issues, protected class discrimination, and anything else that is otherwise actionable may be reported to the Human Resources Department.

Advice and Learning. Mediators may record a session with the agreement of all parties. Mediators may discuss confidential mediation communications with other mediators for the purpose of advice and learning. Those conversations are confidential and are not revealed to anyone outside of the mediation program.

Fees. I have reviewed applicable fees for the service(s) I am receiving.

References. The information included in this document is based in both Oregon law and Resolution Services (ORS) policy. The laws and rules relied on include, but are not limited to:

- ORS 36.220 Confidentiality of mediation communications and agreements; exceptions.
- ORS 36.222 Admissibility and disclosure of mediation communications and agreements in subsequent adjudicatory proceedings.
- ORS 107.758 Privacy of proceedings; confidentiality of communications; records.
- Oregon Mediation Association Core Standards of Mediation Practice

I understand and agree to all the above. I consent to receive services.

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_____	_____
_____	_____
_____	_____

Date